

LECTORING PROCEDURES

Proclaiming the Word:

1. Please remember this is a ministry and not about you as an individual. Do not draw attention to yourself before or during Mass.
2. Lectors are asked to focus on clarity, projection, eye contact, pacing, intonation and practice. Lectoring tips include:
 - Adjust the ambo microphone for your height before you read. The first lector should do this before Mass. Remember to take into account the difference in angle when you look down to read and be sure to speak into the microphone.
 - PROJECT, PROJECT, PROJECT! Read to the image of Christ at the back of the Church. Project Christ's Word back to Him. If he can't hear you, chances are that others in the pews can't hear you either.
 - Clarity: speak clearly, loudly, and slowly. The purpose is to enunciate each word so that the congregation understands you. Don't just read but proclaim the word!
 - Preparation: PRACTICE, PRACTICE, PRACTICE!
 - Memorize the first line ("A Reading from the Second Letter of St. Paul to the Corinthians") so that you can look at the congregation as you announce your reading. Make eye contact from time to time throughout your reading.
 - When you practice and proclaim, think about the meaning and context of the reading and how this affects the manner in which it should be proclaimed. The Lector Workbook (described below under "General Information and Procedures") is a great tool for this.
 - Note for daily lectors: raise your arms as a cue for the congregation to give the response during the responsorial psalm. Remember that they may not have the response in front of them; help them by repeating the response with them, at the same volume as you proclaim the verses.

General Information and Procedures:

1. The Lector Procedures, a Lector "Roster" including the list of lectors for each Mass with contact information, the current Lector Schedule, and a link to an audible pronunciation guide can all be found on the Co-Cathedral of St. Thomas More web site. Go to <http://www.cocathedral.com/lectors> to find these resources.
2. As an alternative to the online audible guide, a pronunciation guidebook is located in the cabinet above the lectionaries.
3. Lector assignments are made using an online Ministry Scheduling program. Within the limitations of the program, assignments will be distributed as fairly as possible and will be as often as needed.
4. The Workbook for Lectors and Gospel Readers book is recommended. It contains all of the readings with pronunciation guides, context for the readings, and suggestions for how to proclaim each reading. A copy can be found in the Sacristy in the cabinet

above the lectionaries. Personal copies can be ordered from Liturgical Training Publications; it is also available from Amazon.com.

Three Days to One Week Prior to Lectoring Assignment:

1. The schedule is created by an online system called Ministry Pro.
2. You will receive reminders to input the dates for which you are not available prior to each schedule being set.
3. You will receive a reminder prior to each scheduled assignment from the Ministry Pro Scheduler.
4. You are responsible for getting a substitute if you can't make your assigned time.
5. The Ministry Pro reminder includes the option to request a substitute.
6. Notify your scheduled partner of the assignment change to alleviate cause for concern when you do not show up.
7. DO NOT expect or ask the Lector Coordinator to find a substitute for you.
8. Read and pray about all of the readings for the Sunday for which you are assigned.
9. Read the comments and tips in the Lector Workbook for the readings, with special focus on your assigned reading.
10. Read the chapter of Scripture containing your reading, as well as the chapter before and after your reading, in order to better understand your reading.
11. PRACTICE SUGGESTIONS:
 - Proclaim the reading out loud at the same volume you will use on Sunday at the ambo.
 - Use the pronunciation guide in the Lector Workbook and via the on-line guide described above as needed.
 - Repeat this practice until you feel comfortable with the reading.
 - If possible, have someone else listen to your practice and provide constructive criticism for possible improvements.
 - Record and play back your reading so that you can hear how you sound.

Prior to Mass:

1. Arrive at least 15 minutes early and sign in by initialing next to your name on the schedule posted in the vesting room.
2. Sit in the first row on the choir side which is reserved for lectors. Remember that the lectors are visible to the congregation from this location and avoid distracting behavior.
3. Go to the ambo and make sure the Lectionary is there and that it's open to the correct reading. The ribbon should be at the first reading; if not, move it to the correct location.
4. The first lector should make sure the microphone is working; if not, ask the Sacristan to turn it on, then adjust it for his or her height.
5. The Lector Notebook containing the announcements and the Prayers of the Faithful should be on the ambo shelf.

6. Review the announcements (1st reader) or Prayers of the Faithful (2nd reader). If you notice any errors (grammatical or otherwise), this is the time to request approval from the presiding priest of any changes to the announcements or Prayers of the Faithful.
7. Return the Lector Notebook to the ambo shelf before Mass starts. The idea is to preserve the dignity of the celebration of the Mass by not carrying anything to and from the ambo during Mass.
8. Prayer (such as the rosary, Liturgy of the Hours, or other individual prayer) in preparation for Mass is encouraged. These types of prayers are discouraged once the Mass has started as we should set an example by focusing on the Mass itself.
9. Announcements by 1st reader—the priest and servers will gather at the end of the main aisle to process forward at the beginning of Mass. The priest will signal from there when he is ready for you to go to the ambo to make the announcements.
10. Do not bow or genuflect whenever you walk to or from the ambo. Just walk to the ambo and back. Try to keep it dignified; don't rush.
11. Read the announcements exactly as written. Do not make any "corrections" unless approved by the presiding priest prior to Mass.
12. Return the notebook to the ambo shelf.

Liturgy of the Word:

1. The Lectionary ribbon should mark the first reading. Leave it there so that it is in the correct place for the next Mass.
2. **1st Reading**
 - Wait until everyone is seated after the opening prayer to go to the ambo for the first reading.
 - **Sunday, 10:00 AM Mass only:** The children are sent to the Social Hall before the 1st reading at the 10:00 AM Mass for Children's Liturgy of the Word, wait until the priest blesses them and they exit before going to the ambo for the first reading.
 - Make sure the Lectionary is open to the correct page. Ideally this should have been done prior to Mass but it doesn't hurt to double-check.
 - Maintain a respectful posture; do not lean on the ambo. Keep hands out of pockets; considering resting them on the front edge of the ambo. One hand can mark your place in the reading.
 - Adjust the microphone as necessary for your height. Speak into it.
 - Look for a moment at the congregation to see that they are ready and listening, and then begin the Proclamation of the Word.
 - Begin with the introduction to the reading EXACTLY as written in the Lectionary— "A Reading from...." DO NOT add more words. The "A" should be pronounced "uh" as in "announce."
 - Read clearly and distinctly, with meaning, and without haste. Remember that you need to be heard all the way to the back pew. If you cannot hear yourself over the speaker system, others can't hear you either.

- At the end of the reading, look down at the Lectionary, pause very briefly (a natural, “pregnant pause”), look up and proclaim “The Word of the Lord.” DO NOT lower your voice at this point.
 - When people have responded, bow your head slightly and assume a posture of meditative calm for a few seconds, then return to your seat.
3. **Responsorial Psalm (Daily Mass Only)**— The lector is responsible for proclaiming the responsorial psalm at the daily mass only (unless a cantor is present which is rare). There is only one reading at daily mass so there is only one lector. As described above, pause after the reading. Begin the Psalm with proclaiming the response once. Raise your hand to indicate that the congregation should now recite the response. Raise your hand each time you come to the response. Proclaim the response with the congregation each time in the same loud and clear voice. They may not have the response in front of them and they need your voice to help them remember it.
 4. **2nd Reading**—wait until the cantor has returned to the music area to go to the ambo then follow the same procedure as outlined for the 1st Reading.
 5. **Prayers of the Faithful (2nd reader):**
 - The Deacon will read the Prayers of the Faithful if he is present; otherwise, ascend to the ambo when we reach the beginning of the phrase “one, holy, catholic and apostolic” in the Nicene Creed.
 - Quietly remove the Lector Workbook from the ambo shelf and open it to the Prayers of the Faithful.
 - There should be no delay between the priest’s opening prayer of the Prayers of the Faithful and the lector leading the petitions.
 - Read the prayers exactly as written unless changes have been approved by the presiding priest prior to Mass.
 - For the silent prayers at the end of the Petitions—either say a silent prayer of your own or count five to ten seconds. Stay at the ambo until the priest finishes the closing prayer at the end of the Prayers of the Faithful.

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