

LECTOR PROCEDURES-updated February 2025

ARRIVAL:

Try to arrive at least 15 minutes prior to Liturgy and check in with the coordinator.

- Review the readings. The Lector workbook and prayer of the faithful will be in the vesting sacristy located to the right of the gathering area. Please check with the presider for any special or different procedures for this liturgy.
- Review the Prayer of the Faithful (if assigned). Please check on pronunciation of those for whom the Mass is offered.
- Schedule is constructed such that the second reader is usually expected to read the Prayer of the Faithful. If, however, there are only 2 lectors, they can decide between them who will read the Prayer of the Faithful.
- For liturgies without music, review the Psalm response. First lector should read the Psalm and second lector should read the Prayer of the Faithful.
- The first reader should check the Lectionary to be sure the marker is inserted on the correct page of the first reading for this liturgy. Leave the Lectionary closed on the ambo. Also, check to be sure the Prayer of the Faithful is present in the binder on the ambo. [If the binder is absent check the upper cupboard in the Vesting Sacristy to the immediate left of the entry].
- If either lector or the cantor needs the step stool placed behind the ambo, the step should be put in place before the Liturgy begins and left there throughout the Mass. All readers should then use it for that entire Mass.

PROCESSION:

Lectors are to join in the procession – side by side. Lectors follow the altar servers. Proceed with reverence. You are encouraged to sing and smile. Lectors should carry the worship aid for the Mass and sing the entry song.

Note: Neither the Lectionary nor the Prayer of the Faithful is carried in the procession- in or out.

- Lectors step to the right of the altar. When presider bows in reverence, lectors should also bow.
- The lectors should then proceed to their seats.

FIRST READING:

- Following the opening prayer, the first lector should proceed to the ambo. If there is Children's Liturgy of the Word, the children will be dismissed before the readings. Wait until the children have moved to the rear and/or it is quiet. Lector should walk to the middle front of the altar, bow and go up the steps directly to the ambo or the lector may walk up the ramp behind the altar and proceed to the ambo, open Lectionary, pause and look at the assembly (*they await you! You have their attention!*)
- While looking out to the assembly, PROCLAIM – “A (uh) reading from” ●
Please make an effort to project your voice. Do not adjust the microphone. Do read in a normal conversational voice but project strongly. **Try to keep your head up and center yourself in front of the microphone – DO NOT STAND TO THE SIDE.**

- Try to periodically make eye contact with the congregation. Do not look down at the text the entire time.
- At the end of the reading – **pause**, make eye contact with the assembly, and proclaim – “The Word of the Lord”. Take one step back and recite the Glory Be prayer with head bowed. This is requested to create more silent time between readings. At liturgies with a cantor, the cantor will come to the ambo to sing the psalm response after the lector leaves.
- As a courtesy to the next reader, please be sure the Lectionary is open to the correct page for the second reading or the Gospel.
- **Please do not move the ribbon from page to page. It needs to stay with the first reading in case pages accidentally flip; the ribbon will allow you or someone else to find their place easily.**

PSALM RESPONSE:

- At liturgies without music but more than one lector, remain at the ambo after the shared silence described above.
- Read the Psalm verse pausing after each section and join the assembly in the response before moving on to the next section.
- When the responsorial psalm is completed. Take one step back and recite the Glory Be prayer with head bowed. This is requested to create more silent time between readings. Return to your seat.

SECOND READING:

- If there is only one lector, and if the Psalm is sung by the cantor, take a seat at the wall behind the ambo and step back to the ambo for the second reading after the cantor finishes the psalm and leaves the altar. When the reading is finished, take one step back and recite the Glory Be prayer with head bowed. Return to your seat.
- If there are two lectors, the second lector should proceed to the ambo after the psalm is finished and the cantor has left the altar, following the same pre-reading pattern as the first reader (walk to the front, bow, walk up the steps or walk up the ramp).
- Follow the same procedure for proclaiming the second reading already noted for the first reading. (Eye contact, project your voice, pause at the end before proclaiming the “Word of the Lord!”)
- After completing the second reading, follow the same procedure as with the first reading, including the shared silence. (Say the Glory Be silently).

GOSPEL: Celebrant or Deacon

PRAYER OF THE FAITHFUL:

- If we pray the Profession of Faith, wait for the completion of the prayer and then proceed to the ambo. If no Profession of Faith, then proceed to the ambo as the celebrant begins the introductory prayer.
- Proclaim the intercessions. Project! Please join in the response to each, as you are a member of the assembly.
- **Remain at the ambo while the celebrant says the closing prayer and then return to your seat.**

RECESSION:

- After the final prayer, the altar servers will take the cross and proceed to the center aisle. The lectors should stand in front of the altar platform as they did on entering. Everyone waits for the priest and deacons. When the celebrant bows, the lectors should bow and follow the servers out of the worship space. Lectors should carry the handout and sing with the assembly.

SCHEDULING NOTES:

- Schedules are out on the Monday before last previously scheduled weekend of the month. It will be emailed to you. The schedule will also be available on the SMS website: smssgabparish.org/.
- Please call or email the scheduler if you have upcoming dates when you are not available. Do this as far in advance as possible.
- If you are scheduled and discover that you are unable to lector on a certain date, please make every attempt to find a substitute. If you cannot possibly find a substitute and a second lector is scheduled notify that partner to determine if they are able to read for you.
- If all else fails, call the scheduler or the mass coordinator. Note: a listing of lectors for each mass time is sent periodically via email and copies are usually available at the information center in the gathering space for your information.
- The schedulers for the lectors, Eucharistic ministers, and altar servers are coordinating their monthly schedules so overlaps for the same people being simultaneously scheduled for multiple tasks at a given Mass should be minimized.

SEASONAL NOTES:

- During the Lenten season there is no procession. Lectors should take their seats after checking in with the mass coordinator.
- Recessional is per usual.

Updated 01/15/2025
SMS