

## LECTOR GUIDELINES (rev. 6/7/23)

LECTOR 1: Lector 1 proclaims Reading I and reads the Prayers of Petition. Lector 1 carries the Book of Gospels while processing into church when a deacon is not present.

LECTOR 2: Lector 2 reads the Announcements before Mass and proclaims Reading II.

1. Lectors are expected to report to the Minister's Room at least 15 minutes before Mass is scheduled to begin. They are to sign in on the form provided and check in with the sacristan. These completed sign-in sheets are used to monitor attendance.
2. A copy of the Workbook for Lectors and Gospel Readers (Workbook) and a Lectionary is kept in the Ministers' Room. The Ministers' Room copies are to be kept in the Ministers' Room at all times.
3. There is a binder on the ambo. This contains the announcements and prayers of petition. Lectors are advised to check this binder prior to Mass to see if any new names have been added to the list of those who are sick or have died.
4. If a deacon is present, he will process into church with the Book of Gospels. If a deacon is not present, Lector 1 will process into the church carrying the Book of Gospels.
5. The deacon or Lector 1 processes into the church carrying the Book of Gospels. The lower edge of the book is carried at about eye level, with the bound edge in the left hand. When reaching the foot of the altar, he/she does not bow nor wait for the Presider; but rather, proceeds directly to the altar. When arriving at the center of the altar, pause for just a moment, and then place the lower edge of the Book of Gospels above the corporal (a cloth with a small red or white cross on it), and in the closed condition. After it is placed, step back, reverence the book (a small bow) and return to the seat reserved for the Lectors and their families.
6. Lectors do not bow when going up to read the opening comment, readings or petitions or when leaving the ambo after reading. Go slowly and reverently to the ambo. You may show respect for Christ's presence in the Word by taking a moment before you begin and silently asking the Spirit to inspire your proclamation.
7. There is a musical prelude at most of the Masses. Lector 2 should be in his/her seat shortly after the music begins. Upon completion of the music, and a sign from the music minister, Lector 2 should go to the ambo and begin reading the announcements. If the music minister does not give a sign, Lector 2 should go to the ambo 1 minute before Mass is scheduled to begin and read the announcements. Upon completion, Lector 2 should return to his/her seat.
8. Lector 1 proceeds to the ambo after the Collect prayer, when the priest sits down, following the Penitential Rite or Gloria (when there is one) to begin the first reading. Begin the reading by proclaiming only the words as written in the Lectionary. Do not read the red italicized printed words or add explanatory comments.
9. At the completion of the last sentence of the first and second readings, the lectors are to allow a short pause before saying "The Word of the Lord". (Count to three.) Lectors should maintain eye contact throughout the "Thanks be to God" response. After completing the first reading, Lector 1 should turn the page (if necessary) so that Reading II is readily available for use by Lector 2, then return to the seating area. The cantor proceeds to the ambo to lead the assembly in the Responsorial Psalm. Lector 2 should begin approaching the ambo as soon as the cantor reaches his/her seat. Upon completion of the second reading, Lector 2 shall close the Lectionary and place it on the shelf in the ambo next to the binder.
10. Weekday lectors also read the psalm. Start by reciting the psalm response. Raise both hands and allow the assembly to repeat the response. Read the verses. When it is time for each response, raise both hands to indicate that it is the assembly's time to respond.

11. The Prayers of the Faithful, or the Petitions, ordinarily follow the Profession of Faith at Sunday Masses and following the homily on weekdays when there is no Profession of Faith. The cue in the Profession of Faith that signals the time to approach the ambo is the words "who has spoken through the prophets." At that point, Lector 1 should approach the ambo. The Presider may elect to forego the Profession of Faith or it may be omitted or moved to a different spot due to another ritual taking place. Lectors should go to the ambo when it is apparent that the Presider will go directly to the Prayers of the Faithful.
12. The usual response to the Prayers of the Faithful is "Lord hear our Prayer." When it is something other than this, Lector 1 will announce the proper response and will help the congregation through the response as needed. Lectors should never add or subtract names for the deceased without the knowledge and consent of the presiding priest. Lectors do not raise their hands to indicate that it is time for the assembly to respond.
13. **After completion of the Prayers of the Faithful, Lector 1 is to stay in place, turning to face the Presider, until the Presider finishes the petitions and sits down. Lector 1 should wait until the Presider sits down before closing the binder and then may return to his/her seat.**
14. At the end of the Mass, both lectors are to remain in their seats and participate to the completion of the recessional hymn. The Book of Gospels and the Lectionary will be returned to their proper locations by the Sacristan serving at the next mass.
15. The microphone will be positioned in the ideal location before Mass begins. All users of the microphone are asked to refrain from touching and/or moving the microphone unless absolutely necessary. You may adjust the height of the ambo. The new ambo also has a switch that can raise or lower the ambo. Microphones at the ambo should remain about 8 inches apart and approximately 8 inches from your mouth. Adjust your body to get in closer or further away from the microphones depending on your ability to project. You should aim to speak between the microphones not into one or the other. With two microphones, one or the other will pick up your voice as you turn your head to address different parts of the congregation. Always read slowly and pronounce the words distinctly. Try to proclaim slowly and loudly.
16. If you need a substitute, please contact Susan O'Connell at 708-349-0903,x672 or email her at [soconnell@saintmike.com](mailto:soconnell@saintmike.com) as soon as you can. While having your lector partner serve in both capacities is to be avoided, if no substitute shows up, be prepared to proclaim both readings. Lectors who leave the program are expected to advise the coordinator in a timely manner.
17. Lector Dress Code: Be attentive to your attire. Remember, you are the presence of Christ for those to whom you minister. How you dress sends a message to those whom you serve. Your ministry should be transparent and respectful-- not drawing attention to yourself nor distracting to those in the assembly. Avoid jeans with holes in them, very tight pants or leggings, short skirts, bare midriffs, low cut or off the shoulder blouses or spaghetti straps. For your safety, avoid flip-flops or loose-fitting footwear, and hold onto the railing when going up and down the steps. Sometimes it is necessary for you to fill in, so always come to church dressed appropriately to proclaim the Word of God.
18. If you are both a Lector and a Eucharistic Minister, your lector assignment takes precedence; however, you may inform the sacristan of your availability, in case extra EOMS are needed.