

# Lector Guidelines

The Lector is a liturgical minister who discharges the ministry by reverently proclaiming the Word of God at the Eucharist and ought not regard their role as a detached reader of a secular script like a TV news anchor. For this ministry, lectors are required to have training in proclaiming of biblical text, use of a microphone, modulation and pause of their voice, collocation of words, directing responses, etc., as well as receiving a constructive critique by peer lectors during training.

Lectors are expected to be regularly participating and registered members of St. Mary Catholic Church where “regularly” means attending Mass at St. Mary Catholic Church at least several times a month (barring illnesses, vacation travel, and such like). A registered member is a member of St. Mary Catholic Church who has submitted a completed registration form and considers St. Mary Catholic Church their primary church. Theologically, the Lectors come from forth from the congregation s/he regularly worships with, and at the time of the readings, proceeds from the pew to the ambo to proclaim the Word of God. Therefore, the Lector’s role is not to be regarded as an occasional or cameo appearance by infrequent practitioners of their Catholic faith or to attend mass only when scheduled to serve. Persons whose work or travel schedule precludes them from regularly worshipping at St. Mary Catholic Church are not eligible for this ministry. As a ministry, the Lectors are required to have a training session and occasional update training as needed or recommended. The Lector can and will be scheduled to perform both roles as either Lector 1 or Lector 2.

Lectors are to familiarize themselves with the Lector Guidelines and submit the signature sheet (last page of this document) to the parish office or training facilitator indicating they have read and will follow the procedures and rules outlined in the Lector Guidelines and training session/s.

## Scheduling

Upon approval by the pastor, trained Lectors will be placed in the ministerial database for scheduling. The scheduling process:

- (1) All ministers must submit any exception dates (date they cannot serve) to the scheduling minister via email by the 15<sup>th</sup> of each month. The scheduling program assumes availability unless an exception is input for the minister.
- (2) The schedule for the upcoming month will be published and emailed to all ministers who have email addresses in their profile by the 20<sup>th</sup> and no later than the 25<sup>th</sup> of the month prior. A schedule will be posted on the bulletin board in the vestibule and the sacristy.
- (3) For expedience of performance and to reduce confusion, Lectors will be assigned a role of Lector 1 or Lector 2.
- (4) Once the schedule has been published it is the responsibility of the minister to find a replacement if they cannot serve as scheduled. All ministers will receive an electronic and current copy of the Minister’s Directory.

## General Instructions for Lectors

Pre-read the scriptural text you will be proclaiming during the week or in ample time before the Mass you are scheduled to lector. Then prayerfully reread and try to personally appropriate the message. Preferably, do this pre-reading and rehearsing aloud at home before coming to church.

After arriving at the ambo:

1. Adjust the microphone for optimal placement for your height.
2. Proclaim the Word clearly and slowly, but not in a monotone and use inflection where appropriate.
3. Pay close attention to pronunciation and enunciation.

4. Reference the Lector’s Glossary located on the ambo as needed if unsure how to pronounce a word. Do not remove the glossary from the ambo.
5. Speak loud enough for the microphone to pick up your voice so that even the hearing challenged can hear the Word of God.

The Lectionary will be open for the designated readings. If you have a question about the readings (to use long or short form) ask the presiding priest as this might matter to his homily topic.

### Rubric (procedures) for the Lector

Task or Time of Action	Lector 1	Lector 2
Arrival	Arrive at least 15 minutes before Mass and sign-in the book in the vestibule so the usher will know you are present. If you have not signed by then your ministerial role, for the sake of good liturgy, is subject to substitution at the direction of the pastor/presider. Use the time to compose yourself for your ministry by praying or re-reading your assigned scriptural readings for the Mass at the ambo.	
Set Out the Books	The Lectionary, which is the liturgical book containing the readings, is stored in the book cabinet in the Sacristy, but should be on the ambo and open to the appropriate readings for the Mass. If not, retrieve the book and place it on the ambo and open it to the readings of the day and mark it with the place ribbon.	The Book of the Gospels is also stored in the book cabinet in the Sacristy. If it is not on the Altar, Lector 2 should retrieve it and carry it to the back of the church (vestibule) to carry during the entrance procession
During the Composure Prayer before Mass	Be located at the ambo poised to join the “composure” prayer customarily recited by the priest with the congregation. During the prayer, face the Tabernacle and reverently pray along.	Be located in the vestibule to join the “composure” prayer customarily recited by the priest with the congregation.
After the Composure Prayer	Immediately at the conclusion of the “composure” prayer, as the priest walks to join the entrance procession at the back of the church, read the Lector’s script which includes the welcome, cell phone and restroom reminders from the binder on the ambo.	In the vestibule, position yourself between the Alter Servers and the priest. The normal alignment is Cross Bearer, then Candle Bears, then Sacristan, Gospel Bearer, Lector 2 with the Gospel, then the priest(s).

Task or Time of Action	Lector 1	Lector 2
Entrance Processional	Return to your seat and stand for the entrance procession.	<ol style="list-style-type: none"> <li>1. Hold the Book of the Gospel above your head while processing to the Altar keeping a distance of one pew between you and the Altar Serves in front of you.</li> <li>2. When arriving at the Sanctuary (see Figure A) pause and make a simple bow (do not genuflect), then step up to the Altar and place the Book of the Gospels on the Altar in the plastic holder.</li> <li>3. Turn and step down and return to your position with the priest and serves.</li> <li>4. Either genuflect or perform a profound bow (if unable to genuflect) in sync with the priest and servers.</li> <li>5. Return to your pew.</li> </ol>
After the Opening Prayer	Approach the Altar, stand together and bow	
First Reading and Psalm	Proceeds to the ambo.	Stand back where the altar servers are seated
Second Reading	Stand back where the altar servers are seated	<ol style="list-style-type: none"> <li>1. Adjust microphone</li> <li>2. Read the Second Reading</li> <li>3. After completing the Reading turn off the microphone.</li> <li>4. Place the Lectionary in the ambo to allow for the Book of the Gospel to be placed on the ambo.</li> </ol>
After the Readings	Both Lectors will then exit the Sanctuary turn and face the Tabernacle and make a simple bow, then return to their seats.	

## Reading of the “General Intercessions” by Lector 2

Prior to Mass review and familiarize yourself with the ‘General Intercessions’. If you have questions or need clarification about words or phrases or if a second collection announcement is to be made ask the priest.

After the Homily and during the recitation of the last paragraph of the Nicene/Apostles Creed. Lector 2 will come to the ambo again performing a bow from the waist toward the tabernacle before entering into the Sanctuary and proceeding to the ambo arriving in time for the reading of the “General Intercessions”.

1. Begin the reading after the priest concludes his invocation.
2. Read the Response Refrain loudly and clearly so the congregation can hear.
3. Ask and have the congregation to repeat the refrain. Repeat this step if you feel it is necessary to be repeated correctly.
4. Read the petitions prayerfully and as written (no adlibs). Read with an even tempo and volume so that the petitions can be heard by all in the congregation.
5. Remain at the ambo until after the closing prayer by the priest and if there is a second collection notice at the bottom of the GI sheet, announce it immediately.
6. Proceed down the steps turn and face the altar and bow then return to you seat.

## Suggestions for Lectors

Practice the scripture readings at home proclaiming them aloud so that you may be familiar with and be inspired by the message they contain. If the readings don’t make sense to you, they won’t make sense to the congregation. Attend to the words and phrases that go together so you can voice them together (colocation). The congregation is listening to your proclaiming of the texts the Holy Spirit has inspired. Please know and keep in mind yours is a liturgical ministry and you are the conduit for conveying God’s message to the congregation.

Again, it is important how you read. You are NOT just speaking words, but giving meaning to the readings.

Remember to:

- (1) Read slowly and distinctly.
- (2) Pause when necessary of effectiveness.
- (3) Pronounce words clearly.
- (4) Emphasis key words.

There are two helpful web sites [www.howisay.com](http://www.howisay.com) with sound bite pronunciation of the words and [www.lectorprep.org](http://www.lectorprep.org) with specific tips for Lectors.

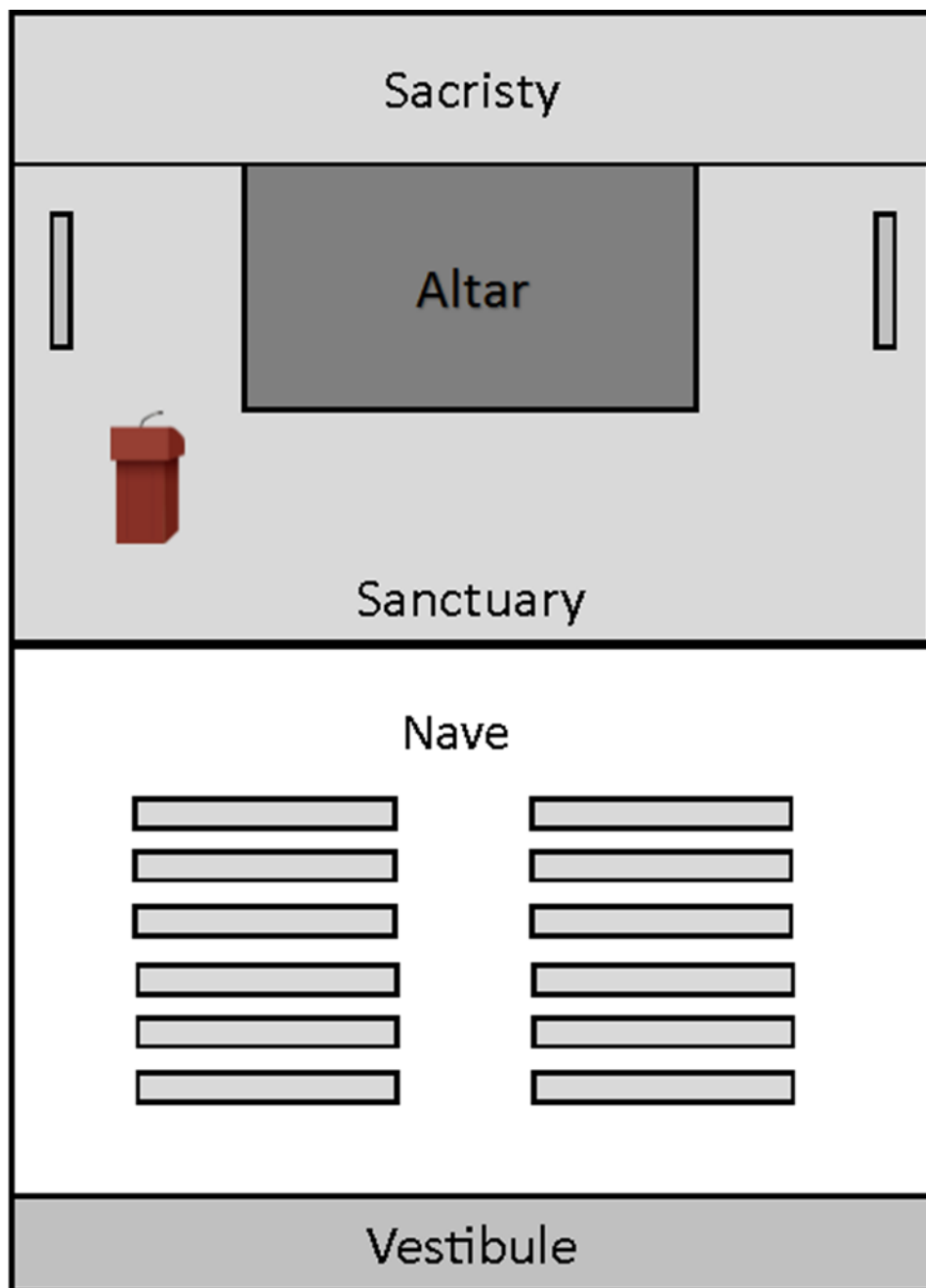


Figure A

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# Saint Mary Catholic Church

Americus, Georgia

I have attended the training for the Ministry of **Lector**.

And

I have familiarized myself with the written guidelines for this ministry.

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Print Your Name Legibly

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Date

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Address

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Best Contact Telephone Number

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Email Address