



LECTOR INSTRUCTIONS for Mass

The LECTOR is the representative of the congregation in the active participation of the Liturgy of the Word. The Lector's duty is to **proclaim** the Word of God. This means more than just reading. **Proclaim** by definition means to announce officially and publicly and/or to praise/extol. By using one's time (in thoughtful preparation) and talent (vocal ability), the Lector should be able to **proclaim** the Word of God.

We will use two lectors at each Mass. Lector 1 will read the weekly announcements, introductory remarks and the first reading. Lector 2 will read the second reading and the intercessions.

DUTIES for both lectors:

1. Look ahead. Note when you are on the schedule.
 - a. If you cannot be there for your assigned time, please request a substitute through MSP, the scheduling system. Be alert to the sub-request and fill-in when you are available.
2. Review your assigned reading.
 - a. Adequate preparation is essential to **proclaim** the Word of God.
 - b. The Church Office will email you a lector reminder 5-6 days prior with links to the Mass readings. They can be accessed at www.lectorprep.org Or the US Conference of Catholic Bishops also has Mass readings <http://www.usccb.org/bible/readings>.
 - c. Try to understand the readings.
 - i. Use any ancillary materials (Bible, etc.) you may have in this regard.
 - d. Practice the reading silently and then out loud.
3. Review and practice the other reading, in case the other Lector does not show up.
4. Arrive in the back Sacristy (at the east end of the church) at least 15 minutes before Mass for final preparation. Be sure to initial the sign-in sheet in the black binder in the drawer. Lector "information" sheets are in the black binder. Lector #1 is on the front side and Lector #2 is on the back.
5. Check to see if the other Lector is present. If not, be prepared to fulfill duties of both Lectors.

Duties for Lector 1:

1. In the sacristy before Mass, sign in, find the Lectionary, the *Lector "information" Sheet* in the black binder, and the music sheet which will contain the hymns.
2. Please circle/highlight/record the Mass specific details on your *Lector Sheet*: Nursery Reminder (10:30am Mass), Mass Intention (all), Entrance Antiphon (7:30am Mass), and write down Opening Hymn Number and Title (Not for the 7:30am Mass).
3. Review the weekly announcements.
4. Find the reading in the Lectionary, review it and mark the page.
5. About 5 minutes before Mass is to start, carry the Lectionary and the *Lector Sheet* to the ambo.
6. Take a seat in the lector's chair which is behind the altar.
7. Approach the ambo as the priest and servers take their places for the processional entrance at the back of the church.
8. The priest will wave to indicate it is time to begin. Read the initial remarks and announcements per lector sheet. Pause.
9. The priest rings the bell for the people to stand. Then announce Mass readings page number and intention.
 - a. *7:30 Mass Only*: Read the opening antiphon.
 - b. *5:00, 9:00, 10:30, & Noon Masses*: Announce the opening hymn. When announcing the hymn, give the number, title and repeat the number.
10. Take a seat at the end of one of the front pews near the ambo. Be prepared to approach ambo at end of Opening Prayer.
11. After the priest completes the Opening Prayer, go to the ambo and allow the congregation to focus on you.
12. Look at the assembly as you say: "A reading from _____."
13. **PROCLAIM** the Word of God.
14. *7:30 Mass Only*: Read the responsorial psalm. (Responsorial psalm will be sung at other Masses.)
15. Return to your seat with the congregation.

Duties for Lector 2:

1. In the sacristy before Mass, find the *Lector Sheet* which will outline the intercessions.
2. Review the intercessions. Check with priest about pronunciation of names if you have questions.
3. Review the readings in the Lectionary.
4. Take the *Lector Sheet* with you and take a seat near the side aisle in one of the front pews near the ambo.
5. After the responsorial psalm (spoken at 7:30 Mass and sung otherwise), advance to the ambo for the second reading.
6. Allow the congregation to focus on you. Look at the assembly as you say: "A reading from _____."
7. **PROCLAIM** the Word of God. Return to your pew.
8. Near the end of the Profession of Faith, advance to the ambo for the intercessions. Take the *Lector Sheet* with you.
9. After the celebrant's introduction, recite the intercessions from the *Lector Sheet*, with the congregation responding: "Lord, hear our prayer".
10. Remain at the ambo until the celebrant makes his final remarks.
11. Return to your seat.
12. After Mass, and after the celebrant and servers have processed out, get the Lectionary from the ambo and take it back to the sacristy.