

# Procedures for Lector 1

## **Please carefully read your schedule and identify potential conflicts.**

1. Please arrive 20 minutes prior to mass. Sign the lector assignment sheet in the notebook on the wooden cabinet shelves in the Narthex. If you are substituting, please write your name in. Introduce yourself to Lector 2. If Lector 2 is absent, please find another lector attending mass who is willing to serve as Lector 2. Lectors not scheduled should sign the list for non-scheduled lectors.
2. Lector 1 or 2 goes to the ambo to check the microphone placement. The ambo height is adjustable, however; it is heavy and may be at the appropriate level for the Presider. Adjust the microphone so that it is no farther than 4 inches from your chin and at chin height.
3. Make sure the Lectionary is on the ambo. If it isn't there, it may be on the shelf under the ambo. If you want to review the readings in the Lectionary, feel free to take it to one of the rooms behind the altar. Please return it to the ambo before Mass begins and ensure it is open to the First Reading.
4. Find the Deacon for the Mass. If a Deacon is not present, check that the Book of Gospels is on the table in the entryway and that it is marked with the ribbon for the correct Sunday Gospel reading. If the Deacon is present, he will check on the Book of Gospels.
5. Introduce yourself to the Presider.
6. The Deacon is responsible for carrying the Book of Gospels in the opening procession. If a Deacon is not present, then Lector 1 is in the processional carrying the Book of Gospels elevated slightly. The book is carried with the binding held in the left hand. The Presider stops at the foot of the steps. The Lector proceeds up the steps to the front of the altar (the part facing the assembly) and places the Book of Gospels flat on the altar. Once the book is placed on the altar, the Lector bows towards the altar at the same time that the Presider bows. At that point the Lector returns to his/her seat with the assembly.
7. After the opening prayer, Lector 1 walks up to the ambo. The Lector should try to sit in a location to avoid passing the altar. However, if the lector must walk past the altar, then he/she should stop and bow towards that altar before proceeding to the ambo. Lector 1 then reads the first reading. Please do not raise the Lectionary as you read "The Word of the Lord." After the first reading, the lector sits in the altar area in a chair by the altar servers. He/she remains there during the Responsorial Psalm. After the Responsorial Psalm, Lector 1 reads the second reading, then closes the Lectionary (being careful not to hit the microphone) and places the Lectionary on the shelf in the ambo. Lector 1 returns to his/her seat in the assembly.
8. After Mass, put the Lectionary back on top of the Ambo. If a Deacon is not present, take the Book of Gospels back to the entryway for the next mass.

## Procedures for Lector 2

**Please carefully read your schedule and identify potential conflicts.**

1. Review and familiarize yourself with the scriptural readings for the day in the event Lector 1 is not available.
2. Arrive at least 20 minutes before your scheduled Mass. Sign the lector assignment sheet in the blue folder on the wooden cabinet shelves in the Narthex. If you are substituting, please write your name in.
3. Find the deacon for the Mass. If a Deacon is not present, Lector 2 will lead the Prayers of the Faithful. Locate the Prayers of the Faithful and Announcements Booklet. It should be near the lector sign in folder. Sometimes it is with the Book of Gospels on the table in the entryway, or it may be on the Choir stand. Keep this booklet with you throughout the Mass.  
Review announcements, and the Prayers of the Faithful carefully. If a particular announcement is not applicable for your mass or minor editing needs to be done, please feel free to make corrections for the ease of your reading and those who will follow you. If you are unsure of any name pronouncements, please ask your fellow lector, the Liturgy Director, or the Presider.
4. Return to the back of the church to check that Lector 1 is present and to greet the Presider so he is aware of who will be doing announcements and possibly leading the Prayers of the Faithful.
5. As a courtesy, please introduce yourself to the Choir Director as Lector 2.
6. Check that the microphone is on before beginning any announcements before Mass. Adjust the microphone so that it is no farther than 4 inches from your chin and at chin height.
7. Begin announcements approximately 3 minutes before mass is scheduled to begin.
8. Reading of the Prayers of the Faithful in the absence of the Deacon occurs after the reciting of the Nicene Creed.  
Take the booklet with you to the choir microphone when you hear "We believe in the Holy Spirit, the Lord and Giver of Life. Who proceeds from the Father and Son....."  
Allow the Presider to give his introduction to the Prayers, and then begin.  
Remain at the choir area until the Presider says his final words after the Prayers of the Faithful are completed. Take the booklet with you back to your seat.
9. Leave the Announcement/Prayers of the Faithful folder near the lector sign in booklet in the Narthex of the church.