

Daily Instructions for Lector and Commentators

5/13/2026

Minister of the Word

Thank you for agreeing to serve as a Lector and Commentators. Being a Lector and Commentators is an honor and privilege. We are serving our Lord, as well as, helping our Pastor. You are a gift and an asset to St. Thomas Catholic Church. God Bless you!

1. Prior to Mass:

- a. L/Cs should arrive 15 minutes early. Check in at the back table to sign in on the *iPad Kiosk*.
- b. A monthly minister schedule is produced using software called *Minister Scheduler Pro, MSP* which will be emailed to you close to the end of the previous schedule. Also, the day before you are scheduled, an email will automatically be sent to you reminding you, your assigned Mass. Also, an email will be sent each week advising you of positions and subs yet to be filled that you could elect to accept.
- c. Using the *MSP* mobile app on your *iOS* or *Android* device is recommended for scheduling. Also, the schedule is on our webpage at <https://saintthomaslb.org/lay-ministers-altar-server-schedule>.
- d. If you have a scheduling conflict or you are not feeling well, please submit a request for a sub using one of the emails you received or by using the scheduling app, *MSP*. Once you have submitted the request, you are official off the hook for finding a sub. Since we use our *iPad Kiosk* the Sacristan has real-time update status of our ministers and so they will be aware you are not able to serve.
- e. When you are not scheduled but you are at Mass and are willing to serve, let the Sacristan know. Also, let them know where you will be sitting so they will know where to find you if they need a substitute at the last minute.
- f. Pay extra attention going up and down the steps at the altar. There are four (4) steps; be careful!
- g. All L/Cs should dress in a way that is dignified; no shorts or clothing that exposes significant skin, no high heels, no clothing with logos (favorite sports team, etc.) or slogans that would take away from the sacred moment. L/C are to show respect for the function they are conducting.

If possible, sit in the front pews and close to the aisle. This will make it easier for you to move to your position before approaching the podiums.

General considerations

1. Locate and look over Readings at the Ambo
 - a. **Practice the readings ahead of time** – know which versions to do (short or long). Recommend you sign up for the daily readings from *United States Conference of Catholic Bishops' (USCCB's)* at <https://bible.usccb.org> and play the *Daily Readings Podcasts* which will help you to pronounce names and places.
2. When the priest rings a bell, start reading the day's Entrance Antiphon from the *Breaking Bread*, by saying "*Entrance Antiphon on page...*" and start the reading.

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3. After the Priest completes the opening prayer (*The Collect*), proceed to the foot of the Sanctuary, bow with reverence, and proceed to the Ambo. Adjust the microphone; read slowly, clearly, and loud enough to be heard. (Take your time; remember you are proclaiming the Word of God to the congregation).
4. Announce: “*The First Reading is a reading from _____.*” When finished, pause briefly, and say: “*The Word of the Lord.*”
5. Following a slight pause, recite the *Responsorial Psalm* (refrain), hold your left hand up and with the congregation repeating it. Then recite each verse with the congregation saying the response.
6. After the reading of the Responsorial Psalm, if a Choir member(s) does not sing the *response for the Gospel Acclamation, you read it* and then *recite the Gospel Acclamation.*
7. As soon as the priest chalice touches his lips, start the daily Communion Antiphon from the *Breaking Bread*, by saying “*The Communion Antiphon ...*”

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Thank you for making a dedicated commitment to this ministry!