

Weekend 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!

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 minster 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.
- h. If possible, sit with your family 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.

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General considerations

1. Locate and look over Readings as well as *Prayers of the Faithful* at the Ambo. *If a deacon is present, he will read the Prayers of the Faithful.*
 - 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.
 - b. Make a note of page numbers in *Breaking Bread* ahead of time, if possible.
 - c. Clarify proper pronunciation of *Biblical names*, as well as *Mass Intentions names* as well as those who have passed away (ask another parishioner if you are not able to find the answer online).
2. Locate and look over the *Welcome Statement and Announcements* at the Lectern.
3. Be sure *Book of the Gospel* is in the back of church prior to start of Mass.
4. Take position at lectern on East side of the church, read the *Welcome Statement* about *four (4) minutes before Mass begins.*

Introduction - read the script and do your best!

Good morning/evening (pause so the people can respond).

Welcome to St. Thomas the Apostle Parish. We would like to welcome all who are visiting with us today.

We are blessed to have you join us for the celebration of Mass.

I am _____, your lector for this Mass.

Our Celebrant is _____.

(if there is a deacon at Mass)

He is assisted at the altar by _____.

Congratulations to all who are celebrating birthdays or anniversaries.

At this time, we ask that you please silence all cell phones and electronic devices.

We encourage you to fully participate in this Holy Sacrifice. Please say the responses, sing the hymns, and pray with thanksgiving as you unite yourselves to the eternal gift of our Lord on the cross.

Today's readings can be found beginning on page ____ in the Breaking Bread Missal.

To prepare to worship God in this Mass, to sanctify our lives, and to build up the Body of Christ, let us stand and observe a moment of sacred silence.

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Entrance Procession

1. After reading the **Welcome Statement**, walk to the back of the church to join the entrance procession, if you can climb the altar steps *.
2. The Lector carries the **Book of the Gospel** behind the Altar Server carrying the cross. *
When a deacon is present, you are invited to join the procession while the deacon carries the book.
3. Carry the book high, in front of your body, slowly, without straining your body and losing your balance but allow yourself plenty of visibility to walk up the stairs, without an accident. Place the **Book of the Gospel** in the center of the Altar; then bow toward the Altar. Proceed to the foot of the steps, join the processional group, bow, or genuflect together. Return to your seat on the West side of the church.

* If you are unable to carry the **Book of the Gospel** or climb steps, tell the priest and he will find someone to carry it.

Celebration of the Mass

1. 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).
2. Announce: “**The First Reading is a reading from _____.**” When finished, pause briefly, and say: “**The Word of the Lord.**”
3. 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.
 - a. If there is a cantor or choir, check to see if they will be singing the **Responsorial Psalm**.
 - b. If the choir sings the **Responsorial Psalm**, the lector can take a seat where the altar servers are until the second reading.
4. Announce: “**The Second Reading is a reading from _____.**” When finished, pause and say, “**the Word of the Lord.**” Then bookmark the page in the Lectionary and place it on the shelf under the Ambo. Proceed down the steps, turn toward sanctuary, bow, and return to your pew.
5. **Prayers of the Faithful** - If there is no deacon, as the **Creed** ends you should be at the foot of the steps. After a bow, proceed to the Ambo and read the **Prayers of the Faithful** after Father has read the **Introduction**. Allow the congregation to respond. Pause briefly if the congregation is encouraged to pray for private intentions. Remain at ambo until Father concludes the prayers, bow, and return to your pew.
6. The lector goes to the East side of the church to be seated after receiving communion.

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Dismissal

1. At the end of Mass, after the prayer to St. Michael be prepared to read the **announcements**, at the lectern, when prompted by Father saying, “be seated for the announcements.”
2. If no deacon is present, after you read the announcements, join the dismissal procession **without** the ***Book of the Gospel***.

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Thank you for making a dedicated commitment to this ministry!