

GUIDELINES FOR LECTORS

Seating: Lectors sit in the first pew on the Ambo side of Church.

Scheduling: Lector schedules are prepared about 1-2 weeks before the beginning of the next month. The schedule is created every month and then emailed to all lectors. The current lector schedule can always be found on the St. Catharine website (www.stcatharinechurch.org). The lector scheduler (Pam Biggs) will request your availability for the upcoming schedule with a due date. Any conflicts or times that you cannot read must be sent by that due date, so the schedule can be created in a timely manner. Also keep Pam updated with any changes to your address, phone number, E-mail address or mass preference(s).

Substitutes: If you are unable to fulfill your scheduled Liturgy: **YOU MUST OBTAIN YOUR OWN SUBSTITUTE.** Two Lectors are assigned to each Liturgy – but this is not to relieve you from obtaining a substitute. Two Lectors should be present for every Liturgy. If you are unable to find a substitute, ensure that the other scheduled lector is aware that you will not be there.

Volunteering: At certain times of the year (Christmas, Easter, Holy Days of Obligation etc.) Lectors will be invited to volunteer to proclaim God's word by "signing up" via an online tool called "Signup Genius". If you have any problems signing up, you may contact Pam Biggs and she will sign you up.

A. General Procedures

Lector I

- proclaims the first reading
- announces the Universal Prayer **when there is no Deacon**

Lector II

- carries the Gospel Book in the procession **when there is no Deacon**
- proclaims the second reading

Arrive at Church 15 minutes before the scheduled time of the Liturgy to accomplish the following:

1. Check off your name printed on the Lectors Schedule posted in the Vesting Sacristy.
2. Ensure that the Lectionary is on the Ambo opened to the first reading. The Lectionary remains on the Ambo, it is **NOT** carried in procession.

3. Ensure that the Prayer of the Faithful “petitions sleeve” is on the Ambo shelf. Review proper names and consult presider for pronunciation if needed.
4. Review your reading in the Vesting Sacristy and the petitions on the Vesting Sacristy copy.

B. Order of Procession and Recession

1. Procession
 - a. **With a Deacon:** Servers, EMs, 2 Lectors side by side, Deacon with Gospel Book, Presider
 - b. **Without a Deacon:** Servers, EMs, Lector I, Lector II with Gospel Book, Presider
2. Recession
 - a. **With a Deacon:** Servers, EMs, 2 Lectors side by side, Deacon, Presider
 - b. **Without a Deacon:** Servers, EMs, 2 Lectors side by side, Presider

C. Procession

When Lector I arrives at the steps of the Predella, bow to the Altar, turn left and move into the first pew.

When Lector II with Gospel Book arrives at the steps of the Predella, go up the front-center steps, place the Gospel Book flat in the center of the altar (front cover facing up), step back and bow to the altar, turn left and go down the front-side steps to the first pew.

When there is a Deacon (who will carry the Gospel Book) Lector I and Lector II bow together and then take their seats in the front pew.

D. Proclaiming God’s Word

When the faithful say “Amen” to the Collect, everyone in Church sits **except** Lector I – who moves to the center aisle at the steps of the Predella. Bow to the altar and go up the front center steps to the Ambo. If you need the aid of the handrail, you may move to the ambo side and use the handrail.

1. Adjust the microphone. It has a gooseneck appendage so adjust it at the flexible mid-point, **not at its base**.
2. Announce: “A Reading from...”
 - slight pause
 - Proclaim the first reading – project your voice and read slowly
 - slight pause
 - Announce: “The Word of the Lord”
3. Bow your head in prayerful reflection

4. After a moment of reflection, return to the first pew down the front-side steps without a bow
5. **Do not lift the Lectionary as you conclude the reading or move the ribbon if you turn a page, nor remove the Lectionary from the Ambo.**

When the Responsorial Psalm is completed – Lector II moves to the center aisle at the steps of the Predella. Bow to the altar and go up the front-center steps to the Ambo.

1. Adjust the microphone. It has a gooseneck appendage so adjust it at the flexible mid-point not at its base.
2. Announce: “A Reading from...”
-slight pause
Proclaim the second reading - project your voice and read slowly
-slight pause
Announce: “The Word of the Lord”
3. **Close the Lectionary and place it on the first shelf to one side** (not on top of the petitions. Then bow your head in prayerful reflection
4. After a moment of reflection, return to the first pew down the front-side steps without a bow.

E. Prayer of the Faithful (Universal Prayer)

When there is no Deacon – as the praying of The Creed is getting towards the end, Lector I moves to the ambo by the side front steps.

1. Pick up the “petitions sleeve” from the Ambo shelf
2. When the Presider concludes the introduction to the Prayer of the Faithful: announce the response and then the petitions
3. Following the final petition: turn toward the Presider while he prays the Conclusion Prayer
4. Following the prayer return to the first pew down the front-side steps without a bow.

F. Please note in the past the Gospel Book was carried out in the recession. With new liturgical changes, the Gospel Book is no longer carried out.

G. Recession

When the music for the Recession Hymn begins: move to the center aisle between the EMs and the Predella

1. Lectors stand next to each other in the center of the center aisle facing the altar in this order: Servers (on white line at the Font), EMs, 2 Lectors together, Deacon (if there is one), Presider.

When the Presider comes down the steps, he faces the altar: when he bows to the altar – the lectors, Ems, servers also bow to the altar, turn around and recess to the Narthex.

H. Special Circumstances

Following a regular schedule (posted on the Ministers Bulletin Board in the Vesting Sacristy), Liturgy of the Word for Children is celebrated during the 10:00 a.m. Liturgy. After the Collect is prayed, the Leader of Song invites all the young children to follow the Catechist into the school building. Lector I does not begin to proclaim the first reading until all the children have left Church.

HOW TO PREPARE TO PROCLAIM

PREPARE PRACTICE PREPARE PRACTICE PREPARE PRACTICE

Each year Lectors are given the preparation book: Workbook for Lectors and Gospel Readers. **Use it!** An important preparation method is to **practice** proclaiming your reading aloud at home. The workbook has an excellent commentary for each reading, pronunciation assistance and other helpful hints.

GLOSSARY OF TERMS

Altar – most significant object in Church for it represents Christ. It is the table of sacrifice around which we assemble and to which we process to receive the Eucharist.

Ambo – permanent structure on the Predella from which only God's Word is proclaimed, homilies are preached, and petitions of the Universal Prayer is announced.

Cycle of Readings – Scripture readings in the Lectionary are divided into a 3-year cycle for Sundays (A, B, C) and a 2-year cycle for weekdays (I, II). The new cycle begins with the beginning of Liturgical Year – First Sunday of Advent.

Dialogue Readings – on special occasions the Scripture readings are proclaimed in parts, using 3 or more readers at separate locations.

Gospel Book – contains Gospel Readings for the 3 cycles of Sunday readings and Holy Days.

Leader of Song Stand – the structure from which the Leader of Song leads the singing and makes the announcements.

Lectionary – book of 4 volumes from which the Scripture readings are proclaimed

Vol I Sundays: there are 3 cycles

A. Matthew

B. Mark

C. Luke

Gospel of John is intermittent in all cycles.

Vol II Weekdays – Year I (odd years, 01, 03)

Vol III Weekdays – Year II (even years, 02, 04)

Vol IV Special Occasions

Lectionary for Children – contains Scripture readings in a simplified form when Liturgy with Children is celebrated.

Predella – platform raised up 3 steps on which is located the Altar and Ambo.

