

St Nicholas and St. William Catholic Parish
Weekend Lector Procedure as of 07-07-23

PROCEDURE FOR LECTORS

This lector procedure applies to both St Nicholas Church and St William Church.

The focus of the lector's ministry is always on two aspects of the Body of Christ – the Word proclaimed & the Assembly. Prepare your reading, with prayer and practice, during the week, and be familiar with it. Always wait until you have the attention of the people before you begin and wait at the end for their response before you look away.

LECTOR RESPONSIBILITIES

When there is one lector, assume all lector roles.

Lector 1

- Process in with the Book of the Gospels
- Proclaim Reading 1
- Read the Psalm (only if Cantor not present)
- Read the Universal Prayer

Lector 2

- Proclaim Reading 2
- Read the Announcements

Before Mass

- Arrive early and sign the ministry schedule. Check in with others serving and greet someone new.
- Check that the microphone is on;
At St. William: If the mic is off notify AV team.
St. Nicholas: Check with the Sacristan
- Check that the candles are lit.
- Check the books:
Lector 1: Take the Book of the Gospels to main door. If you are unable to carry the Book of Gospels it should be placed on the Altar before the processional. Verify Lectionary is open on the ambo, with ribbon placed at First Reading. Check the Lector Binder for the Universal Prayer. Take Lector Binder to your seat.
Lector 2: Check the Lectionary for the Second Reading and that the Announcements are in the Lector Binder.

ENTRANCE RITE

Entrance Procession (Lector 1)

- Carry the Book of the Gospels at chest height with the cover facing away from you.
- Walk after the servers and before the presider.
- Walk directly to the altar without stopping, turn the Book so the cover faces the assembly, and place the Book upright on the altar by opening it slightly (at the livestream Mass, lay it flat).
- Turn and walk down the steps to stand next to the presider (on ambo side). Bow in unison with him and other ministers. Proceed to your seat in the assembly.

Greeting

Penitential Act (Kyrie / Lord Have Mercy)

Gloria (omitted during Advent & Lent)

Collect/Opening Prayer

LITURGY OF THE WORD

First Reading (Lector 1)

- At the end of the Opening Prayer, when the people sit, walk directly to the ambo. Do not bow.
- Look at the assembly and wait until you have their attention before announcing the reading.
- Proclaim the scripture.
- Pause when finished. Then look at the assembly and announce "the Word of the Lord." Wait for their response.
- Place the ribbon for the second reading.
- Without bowing, return to your seat in the assembly.

Responsorial Psalm—Sung by Cantor / or Lector 1

If Cantor is not present, Lector 1 reads the Psalm. Prompt the Assembly with your raised hand for each response as you repeat the response out loud with them.

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Second Reading (Lector 2)

- When the Cantor has left the ambo, walk directly to the ambo, without bowing.
- Looking at the assembly, wait until you have the attention of the assembly, then announce the reading and proclaim the scripture.
- Pause when finished. Then, looking at the assembly, announce “the Word of the Lord,” and wait for their response.
- Move ribbon to the next day’s first reading, close Lectionary, and place on ambo shelf.
- Without bowing, return to your seat in the assembly.

Remain in the assembly for the Gospel, Homily, dismissal of Catechumens (if any), and Creed.

Gospel

Homily

Creed (Profession of Faith)

Universal Prayer (Lector 1)

- Before the last line of the Creed, walk to the ambo with the binder, without bowing.
- Open the Lector Binder to Universal Prayer.
- After the presider invites the people to pray, read each intercession.
- After each intercession, pause and, looking at the assembly, announce “We pray to the Lord.” Wait for their response before reading the next intercession or the Mass intention, as directed. Note that it is not necessary to raise your hand to prompt the assembly for the response “Lord hear our prayer.” That is done for the Psalm only.
- Remain at the ambo until the presider has said the closing prayer and you and the assembly have responded, “Amen.”
- Turn the page to Announcements and leave the binder open on the ambo. Return to your seat in the assembly, without bowing.

LITURGY OF THE EUCHARIST

CONCLUDING RITES

Memorare (optional)

Announcements (Lector 2)

- Directly when the presider invites the people to sit, move to the Ambo, without bowing.
- Read the Announcements.
- Close the binder and return to your seat.

Blessing

Dismissal

After Mass

- Return the Lector Binder, Lectionary, and the Book of the Gospels to the Sacristy.
- Double check that the candles are extinguished and the microphone is off.

Exceptions in special circumstances

- When there is a Deacon, he carries the Book of the Gospels in the Entrance Procession and reads the Intercessions.
- When there is no Book of the Gospels, there is no lector in the Entrance Procession. After the second reading, the lector turns the page for the Gospel and leaves the Lectionary on the ambo.
- When there is a dismissal of children for the Children’s Liturgy of the Word and the assembly sits down after the Opening Prayer, wait for the children to be on their way out before walking to the ambo.
- When there is a Scrutiny (prayers and intercessions for the Elect in Lent) wait for the Creed before walking to the ambo.
- When there is no Cantor, pause after the first reading and then introduce the psalm.