

St Nicholas and St. William Catholic Parish

Weekend Lector Procedure as of 11-4-25

I. PREPARATION

Attire: Please wear **formal or semi-formal attire** to respect the sacredness of the liturgy. The General Instruction of the Roman Missal (GIRM 339) asks all ministers to appear in "**appropriate and dignified clothing.**" We show reverence for God through how we dress.

Preparation: Prepare **your reading by practicing** during the week. Reference the workbooks to ensure a correct pronunciation of any names and a comprehension of the meaning of the passage. **Spiritual Preparation:** Take time to reflect and meditate on the spiritual meaning of the text to better understand and internalize the message before proclaiming it.

Before Mass

- **Arrive early (at least 10 minutes)** and sign the ministry schedule.
- **Confirm** that the other lector has arrived
- Check the **microphone and lighting** at the ambo.

BEFORE MASS - Responsibility Checklist	
Lector 1	1. Book of Gospels: Take the book to the entrance (or place it on the Altar before the procession if unable to carry it).
	2. Lectionary: Verify it's open on the ambo with the ribbon placed at the 1st Reading .
	3. Universal Prayer: Check the Lector Binder for the intercessions.
Lector 2	1. Lectionary: Check the ribbon placement for the Second Reading .
	2. Greeting/Announcements: Ensure the script is in the Lector Binder.
	3. Verify the priest's name & check with the choir that the song number & title is correct.

DURING MASS – Summary of Lector Roles	
Lector 1	Process in with the Book of the Gospels (if Deacon is absent).
	Proclaim First Reading .
	Read the Psalm (only if a Cantor is not present).
	Read the Universal Prayer (Intercessions).
Lector 2	Read the Opening Greeting & Announcements (combined).
	Proclaim Second Reading .

II. PROCEDURE DURING THE LITURGY

Entrance Rite (Lector 1)

1. **Procession:** Walk after the servers and before the presider, carrying the **Book of the Gospels at chest height** (cover facing away).
2. **At the Altar:** Walk directly to the altar, turn the Book to face the assembly, and place it upright (or flat at the livestream Mass).
3. **To Your Seat:** Walk down to stand next to the presider. **Bow** in unison with him and the other ministers (or genuflect if the priest does). Proceed to your seat.

Greeting and Announcements (Lector 2)

1. **Timing:** At the time Mass is designated to begin, approach the ambo. (**Livestream Note:** At the 11:00 a.m. Mass, wait for the **green light** on the opposite side of the sanctuary before beginning.)
2. **Proclaim:** Read the Greeting and Announcements from the Lector Binder.

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Liturgy of the Word

First Reading (Lector 1)

1. **Approach:** At the conclusion of the presider's introduction, walk directly to the ambo. **Do not bow.**
2. **Proclaim:** Make eye contact, announce the reading, and proclaim the Scripture.
3. **Conclusion:** Pause, announce "**The Word of the Lord,**" and wait for the assembly's response.
4. **Return:** Return directly to your seat without bowing.

Responsorial Psalm (Lector 1, if no Cantor)

1. **Note:** No need to announce "Responsorial Psalm."
2. **Prompt:** Read the Psalm and **raise your hand** to prompt the Assembly for each response as you repeat the response aloud with them.

Second Reading (Lector 2)

1. **Approach:** At the conclusion of the presider's introduction, walk directly to the ambo. **Do not bow.**
2. **Proclaim:** Announce the reading. Wait until you have the assembly's attention before proclaiming the Scripture.
3. **Conclusion:** Pause, announce "**The Word of the Lord,**" and wait for their response.
4. **Closing: Close the Lectionary** and place it on the ambo shelf.
5. **Return:** Return directly to your seat without bowing.

Universal Prayer (Lector 1)

1. **Approach:** Once the Creed is concluded, wait for the presider to read the opening prayer for the Universal Prayer, then walk to the ambo with the binder. **Do not bow.**
2. **Proclaim:** Read the intercessions from the Lector Binder.
3. **Response:** After each intercession, pause and announce "**We pray to the Lord.**" (Do not raise your hand for this response.)
4. **Exit:** Remain at the ambo until the presider has said the closing prayer and the assembly has responded, "Amen."

III. EXCEPTIONS IN SPECIAL CIRCUMSTANCES

- **Options for Readings:** When there are multiple options for a reading, please verify ahead of time which option is one we'll be using, but it's always safest to prepare both.
- **Deacon Present:** The Deacon carries the Book of the Gospels in the Entrance Procession and reads the Intercessions (Universal Prayer).
- **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.

IV. TIPS FOR CORRECT DELIVERY

1. **Read SLOWLY:** Deliberately adopt a pace **slower than normal conversation.** This allows the congregation time to hear, absorb, and reflect on the Word of God.
2. **Speak CLEARLY: Project your voice,** with confidence and joy! **Enunciate** every word and sound, paying special attention to difficult names or unfamiliar terms.
3. **Respect all Punctuation:** Pause briefly at commas, take a full stop at periods, and use hyphens/dashes as natural breaks in the thought.