

Guidelines for Lectors

Our Lady of Mercy Catholic Church
Aurora, Illinois

Questions?

Contact Larry Harris
(630) 851-3444 x243
larryh@olmercy.com

Schedules, Substitutes, and Dress

1. Schedules are made out three months at a time. Each new schedule contains a Family Ministry Sheet on which you may indicate dates when you are unavailable. These can be dropped off at the parish office, placed in a collection basket, or you may e-mail the information to Larry Harris at larryh@olmercy.com.
2. Once the schedule is published, it is your responsibility to find a substitute for any assignment that you cannot fulfill. A list of all ministers, including phone numbers and masses for which they are available is provided with each schedule.
3. For dress, use the "tennis shoe" rule: If you could wear tennis shoes with your clothing, it's too casual. It is preferred that men wear a jacket and tie and that women dress at an equivalent way.

Preparation and Performance of Your Ministry

4. During the week before the Saturday/Sunday you are assigned to read at mass, please take some time to study the readings. Never read in public what you have not first read privately. Even the most seasoned reader can be caught off guard! You will be provided with a copy of the Workbook for Lectors and Gospel Readers. It contains explanations, pronunciation guides and suggestions for pacing. Although you are assigned only one reading, please prepare both the first and second readings in case you are asked to do both.
5. Arrive 15 minutes before mass begins and sign in. The sign in book is located in the narthex near the priest's sacristy. Come into the Sacristy and look at the Lectionary (the book of Sacred Scripture used at Mass) which is kept on the counter. There will also be a plastic sleeve containing the intercessions and announcements. Look at these as well (look especially for unfamiliar names), and make sure they are inside the front cover of the Book of the Gospels when it is carried to the altar.
6. If you cross the center aisle to get to or from the ambo, stop at the bottom step and bow as a sign of reverence toward the altar.

7. You should be close to the microphone when reading. If you speak loudly, clearly and slowly enough, you will be heard throughout the church.
8. Without being overly dramatic, read intelligently and animatedly. Pay close attention to other lectors: What do they do well?

Lector 1

9. For the entrance procession you will be behind the altar servers and in front of the priest. The priest will tell the servers when to start down the aisle. Hold the Book of the Gospels out from your body, about ten inches, and at chest level. You should be able to see over the top of the book. The binding should be in your right hand.
10. When you reach the first step at the front of the center aisle, stop briefly. Proceed up the steps and to the back side of the altar (the side closest to the tabernacle). Remove the plastic sleeve with the intercessions and announcements and place the Book of the Gospels in the stand about 8 inches from the edge of the altar. This leaves the celebrant enough room to kiss the altar before he moves to the chair. After you have placed the book on the altar, place the plastic sleeve under the lectionary on top of the ambo. Take a moment to adjust the microphone, and proceed to your pew. You may sit wherever you like, but try to be on an aisle so that you can get out easily.
11. After the opening prayer, as everyone is sitting down, proceed to the ambo. Please use the wording in the Lectionary: "A reading from...." Pause for a slow count of three before beginning the reading. After you have finished, pause again for a slow count of three, then say "The Word of the Lord." When the people respond "Thanks be to God", turn the page of the Lectionary, if needed, to expose the second reading, and walk back to your seat, bowing toward the altar if you cross the center of the church.
12. When the Profession of Faith begins (We believe in God the Father Almighty...) proceed to the steps by the ambo. During the brief introduction by the Priest, walk up the steps to the ambo. Read the general intercessions. When you have finished, turn, face the priest and wait for him to finish the prayer. While everyone is sitting down, walk back to your seat.

Lector 2

13. Begin mass seated in the congregation. You may sit wherever you like, but try to sit on an aisle so that you can get in and out easily. When the Responsorial Psalm is finished, stand and walk to the ambo. Adjust the microphone, if needed. Please use the wording in the Lectionary: "A reading from...." Pause for a slow count of three before beginning the reading. After you have finished, pause again for a slow count of three, and say "The Word of the Lord." When the people respond "Thanks be to God," close the Lectionary, place it on the shelf under the top of the ambo, and walk back to your seat.
14. After Communion, when everyone stands, walk to the steps by the ambo. When the brief Prayer after Communion is finished and everyone responds "Amen," walk up the steps and begin reading the announcements. Read them and turn to face the Priest as a signal that you have finished. Place the plastic sleeve inside the front cover of the Book of the Gospels. Remain at the ambo. Visiting priests may sometimes continue to the end of Mass without pausing for announcements. If this happens, please read them after everyone says "Thanks be to God".
15. Once the final hymn has begun, return to your seat, leaving the books and the announcements on the ambo.

When a Deacon Is Present

16. When a deacon is helping to celebrate the mass, he will carry the Book of the Gospels in the entrance procession and Lector 1 will begin mass seated with the assembly. The deacon will also read the general intercessions.

Definitions

Evangelary-	Book containing the Gospel readings- carried in procession
Lectionary-	Book containing all readings for mass- stays at the ambo
Ambo-	The lectern from which Scripture is proclaimed
Sanctuary-	The raised area surrounding the altar
Priest's Sacristy-	The room in which the Priests prepare for Mass
Opening Prayer-	The last prayer before everyone sits for the first reading.