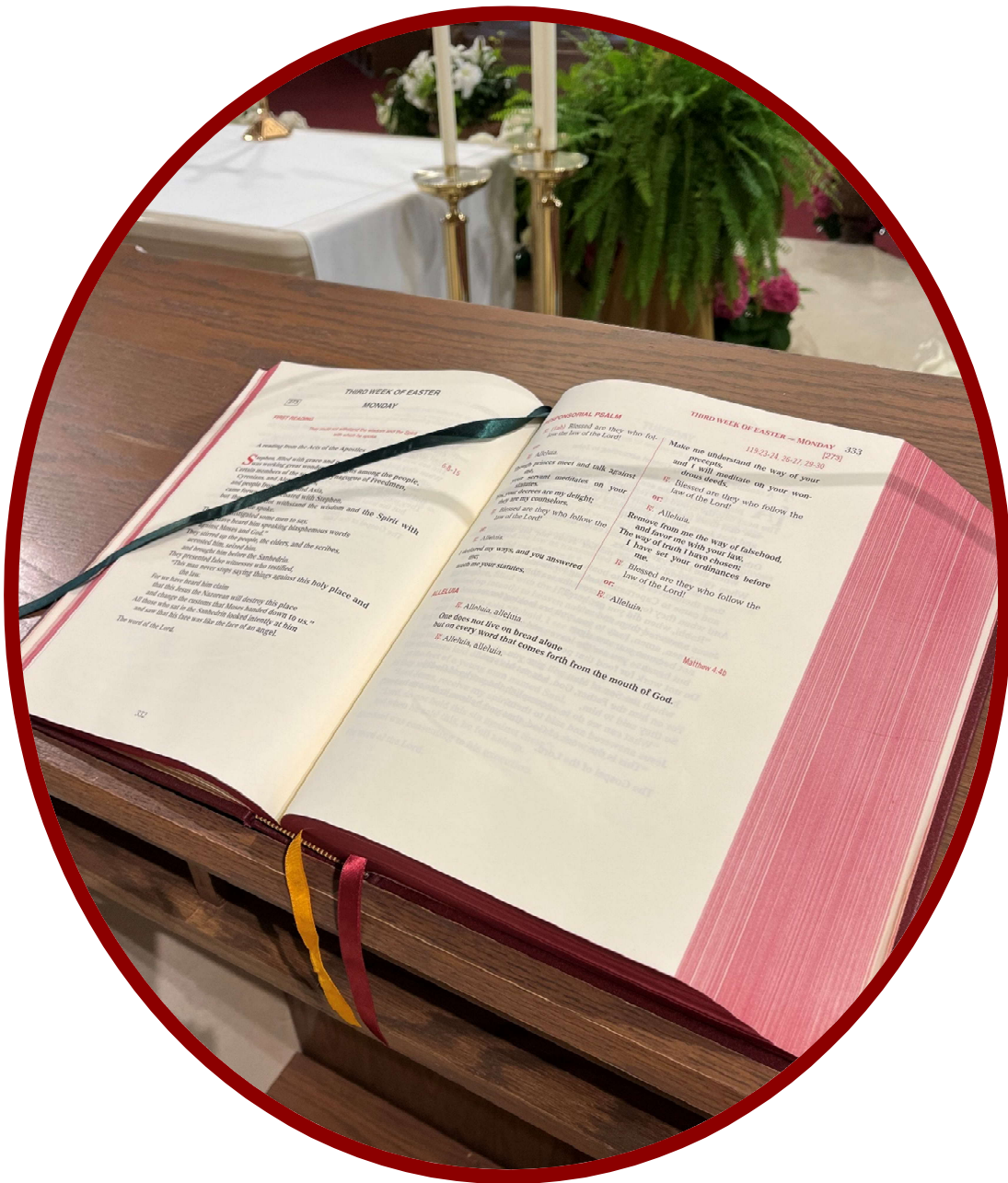


Lector Handbook



ST. MICHAEL THE ARCHANGEL
CATHOLIC PARISH

REQUIREMENTS OF A LECTOR

- ◆ All liturgical ministers in the Catholic Church are, first and foremost, dedicated Catholic Christians who proclaim the Good News of Jesus Christ in their everyday lives.
- ◆ All liturgical ministers should be registered parishioners, regularly attend Sunday Mass, and be in good standing with the Church.
- ◆ All liturgical ministers should be aware of the reverence of the Sacred Liturgy and seek to humbly maintain this reverence in the service of their ministry.
- ◆ All lectors should study and meditate with Scripture regularly, which may include using Scriptural meditation guides, praying the Liturgy of the Hours, making use of a Catholic Study Bible, etc.

RESPONSIBILITIES OF A LECTOR

A week or more before you are scheduled to read

- ◆ If you are unable to fulfill your scheduled lector assignment, you are responsible for requesting a substitute lector to take your place.
 1. Request a substitute in the Ministry Scheduler Pro (MSP) application. This will send a request to available lectors and allow them to accept the substitute request.
 2. Please provide enough time for others to respond to your substitute request – a minimum of one day prior to the assignment.

During the week before you are scheduled to read

- ◆ Be prepared to proclaim your assigned readings. The process of preparation includes:
 1. Review the weekly readings in the “Workbook for Lectors and Gospel Readers” and/or from the USCCB readings links listed under “Resources” in the MSP application for the scheduled date to familiarize yourself with them.
 - ◆ Please contact the Pastoral Associate if you like a copy of the “Workbook”.
 2. Read the commentaries and guidance in the “Workbook” and/or listen to the audio USCCB reading for background, techniques, and pronunciations to enhance your proclamation of the readings.
 3. Spend time in silent reflection and prayer on the readings to help discern what the Holy Spirit wishes to communicate through you as a lector.
 4. Practice and rehearse your readings out loud using the techniques mentioned above.

PROCEDURES FOR THE LECTOR

Immediately preceding your scheduled Mass

- ◆ Arrive about 15–20 minutes before the scheduled beginning time of Mass and go to the sacristy.
- ◆ Please observe a dignified and respectful manner in the sacristy.
- ◆ Take the Lectionary and quietly rehearse your readings in a quiet spot in the sacristy or day chapel. Please do not practice or read through the readings at the Ambo prior to Mass.
- ◆ Place the Lectionary on the Ambo after rehearsing the readings.
- ◆ As you approach the Ambo before proceeding up the Sanctuary/Altar area steps, bow reverently toward the Altar.
- ◆ A reverent bow is slightly bowing both the head and shoulders, but not at the waist.

- ◆ The bow is directed toward the Altar as it is a symbol of Christ; it is not to be directed to the Ambo, Crucifix, etc.
- ◆ If no deacon is present, locate the Prayer of the Faithful (intercessions), briefly review, and then take it to the Ambo with the Lectionary:
 1. The sheet for the intercessions will be located either on the table by the Lectionary in the sacristy, in the priest/deacon binder, or at the Ambo.
 2. The priest/deacon binder may be either in the sacristy or on the small table by the priest chair in the Sanctuary/Altar area.
 3. Review the intercessions to familiarize yourself with them, especially any names listed for Mass intentions. If you are unsure how to pronounce a name, ask the priest for guidance.
 4. Place the intercessions sheet on the shelf under the top of the Ambo to use when needed.
 5. If a deacon is present, he will be responsible for the Prayer of the Faithful.
- ◆ Please sit in a pew near the Ambo to help the flow of the liturgy as you proceed to/from the Ambo.

During Mass

◆ At the beginning of the Liturgy of the Word:

1. Following the Opening Prayer, immediately approach the foot of the Sanctuary/Altar area.
2. Bow reverently toward the Altar and go to the Ambo.
 - a. Please use the ramp if you feel you are unable to safely ascend the Sanctuary steps.
3. Raise/lower the step at the Ambo in the Main Church, if needed, for your height.
4. Adjust the microphone per the guidance below.
5. Take a moment of silence and allow the assembly to settle into their seats.
6. Make eye contact with the assembly.
7. Begin with "A reading from..." as indicated in the Lectionary.
8. Make a brief pause before proceeding with the body of the Scripture text.
9. At the conclusion of the reading, make a brief pause (2-3 seconds) before saying "The Word of the Lord."
10. After the assembly says, "Thanks be to God," lower your head slightly for a moment of silent reflection.
11. Move to sit in the chair behind the Ambo and participate in singing the Responsorial Psalm.
12. After the Psalm is sung and after all music has stopped, stand, bow toward the Altar, and proceed toward the Ambo again.
13. Readjust the steps/microphone as needed.
14. Make eye contact with the assembly.
15. Begin with "A reading from..." as indicated in the Lectionary.
16. Make a brief pause before proceeding with the body of the Scripture text.
17. At the conclusion of the reading, make a brief pause (2-3 seconds) before saying "The Word of the Lord."
18. After the assembly says, "Thanks be to God," lower your head slightly for a moment of silent reflection.
19. **If the "Book of the Gospels" is used, close the Lectionary and place it on the shelf under the top of the Ambo.**
20. Return to your seat, stopping to bow toward the Altar at the foot of the Sanctuary/Altar area.
21. If there is no deacon, during the recitation of the Creed, when "I believe in the Holy Spirit..." is said, approach the Ambo so you will be ready to announce the Prayer of the Faithful, or intercessions. Bow toward the Altar before ascending to the Ambo.
22. Following the intercessions, after the priest has finished the concluding prayer, bow toward the Altar, and return to your seat.

After Mass

- ◆ Return Lectionary (*and “Book of the Gospels” if applicable*) to the sacristy.
- ◆ Return Prayer of the Faithful or intercessions sheet to its original location.

Ambo Microphone Guidelines

- ◆ **Please adjust the microphone as needed** using the neck of the microphone.
- ◆ The microphone itself should be approximately 6 inches from your face, or the length of a candy bar or dollar bill, to effectively pick up your voice.
- ◆ Speak clearly, confidently, and deliberately so the congregation can hear what the Holy Spirit wishes to communicate through you.
- ◆ If the microphone is not adjusted properly, the congregation will not be able to adequately hear you, especially those in the day/family chapels, in the back of church, on the livestream recording, or those who may be hearing impaired.
- ◆ Since you will be standing directly in front of two large speakers, you may feel it is too loud when you hear yourself speak, but it will be not too loud for those in the congregation/on livestream. Please refrain from adjusting the microphone beyond 8 inches from your mouth.

A FINAL THOUGHT

All lectors are asked to dress in proper church attire
with respect to this ministry you are privileged to share.