

## **Lector Instructor guidelines for Funerals at Saint Clare**

If you need to cancel, please let the coordinator\* know as soon as possible, even if it's the morning of the funeral.

Please arrive 1 hour before the beginning of Mass unless the coordinator suggests a later time.

Your service ends at the end of Mass but you are free to stay to help put things away.

### **Prior to Mass:**

On the Ambo, have the binder open to the First Reading. Check that the readings are in order: First Reading, Second Reading (optional), Gospel, Prayers of the Faithful. Check that the mic is on. Place a pack of Kleenex on the Ambo.

Obtain the names of the readers from the Coordinator, who will help by pointing them out to you.

If possible, instruct the readers of the First and Second Readings separately from the reader of the Prayers of the Faithful to avoid confusing them.

Keep in mind:

- Some have not been to Mass in some time.
- They might not be Catholic.
- They might have a fear of public speaking.
- Some might be emotionally overwrought and might need calming and support. Be prepared to step in to do the readings if needed.
- If the Eulogist is unable to continue with the Eulogy, it would be helpful to have another family member chosen beforehand to finish it.

Instructions for the readers:

- Bow respectfully toward the altar, both before going up the stairs, and after coming down.
- USE THE HANDRAIL to prevent a fall - especially for older readers or those wearing precarious footwear.
- Position the mic to suit yourself and speak into it from about 6" away.

- Read slowly with a strong voice. Pause a moment before saying “The Word of the Lord.”
- Descend the stairs, bow, return to seat.
- Ascertain if the readers are familiar with the readings/have they rehearsed? If not, have them take a photo of the reading so they can familiarize themselves with it. They can do a practice reading at the mic if the church is near empty. They can go outside and read it aloud a few times.
- Read the passages exactly as written - no ad-libbing, giving your name or relationship to the deceased....etc.
- Make sure the readers sit where you can maintain eye contact to give them cues about when to come up. Lector instructors should sit in the side front pew nearest the Ambo.
- After the first reading, the musicians will sing the Responsorial Psalm. When that is concluded, the second reader should approach the Ambo from the side, bow respectfully, and go up the stairs. The second reading should be on page 2 of the binder.
- Descend the stairs, bow, return to seat.
- The reader for the **Prayers of the Faithful** should approach the Ambo when the Homily is finished, bow at the steps, approach the mic, wait for the Priest to introduce the prayers, read the prayers as written, wait for the Priest to say the ending prayer, and return to his/her seat.
- Any readers who find themselves crossing over across the center aisle, should be instructed to bow before the altar when they cross over.

Some families request that a parish lector do all the readings. The Coordinator will let you know and give you the readings so you can prepare.

*\*Here is the Saint Clare funeral coordinator team:*

<b>Coordinators</b>		
Patty Durborough	916-224-4248	<a href="mailto:pattydurborough@gmail.com">pattydurborough@gmail.com</a>
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