

Lector Training – Procedure

I. Pre-Mass:

a. Check-in 20 minutes before Mass time.

- i. Wash your hands upon entering the sacristy (New Gospel cover)
- ii. Sign in and Check off your name on the check-in sheet.
- iii. Locate the lectionary, binder with announcements, & Book of the Gospel.
 1. Place the Lectionary on the ambo, open to the First Reading.
 2. Hold onto the binder for announcements and keep at seat next to you after announcing.

b. Announcements

- i. ***Never add** to the announcements.
- ii. 9 AM TV Mass:
 1. Pre-Mass Announcement
 2. Welcome
 3. Introduce Processional Song
- iii. Other Masses:
 1. Welcome
 2. Announcements
 3. Introduce Processional Song

II. Processional with the Book of the Gospel

a. Presently, at the 7:30, 9:00, & 11:30 AM Masses

i. Two Lectors:

1. **1st Name:** Stays in the sanctuary and reads:
 - a. Introductions- set binder aside after, so Lectionary is open and ready
 - b. 1st Reading
 - c. General Intercessions
2. **2nd Name:** Processes in with the Book of the Gospel and reads:
 - a. Responsorial Psalm – if not sung
 - b. 2nd Reading

ii. Order of Procession (Keep 10-12 feet between groups):

1. Servers
2. Deacon/Lector 2 – carrying the Book of the Gospel
3. Clergy

iii. **Processional Procedure:**

1. Each group approach altar – pause - **slight head bow**
2. Altar servers go left and right to stations
3. Deacon/**Lector turns to the right** and goes around and up to the back of the altar
4. Place the Book of the Gospel ***face-down, in the middle center of the altar** (leaving space for the priest to kiss the altar!)
5. Do not reverence the altar – already did that!
6. **Book goes down; hands are held in prayer form**
7. **Continue to your right** to the Lector’s station

III. Anticipating The Next Move (One lector does both lector 1 & 2 jobs.)

- a. Lector is standing for opening prayers; **after the prayers, move in place during pause** while the congregation sits and settles in place.
- b. **1st Reading:** (Don’t turn and look at priest; watch for congregation to settle.)
 - i. Announce reading while looking at the congregation
 - ii. At the end of the reading, pause to the count of 4 (1,2,3,4), look at the congregation, then say “The Word of the Lord” slightly stressing “Word” and “Lord” NEVER: “TheWordoftheLord”
- c. **Responsorial Psalm:**
 - i. If not sung, Lector 2 reads Responsorial Psalm
- d. **2nd Reading:**
 - i. Lector 2 waits for Responsorial Psalm to end then gets in place and reads.
 - ii. At the end of the reading, pause to the count of 4 (1,2,3,4) then say “The Word of the Lord” slightly stressing “Word” and “Lord”
- e. **Gospel Acclamation:** - Anticipate!
 - i. Move Lectionary off ambo and out of the way during the Gospel Acclamation
- f. **Gospel:** Stand, giving priest elbow room
- g. **Homily:** Sit in unison with congregation NOT with altar servers
- h. **Creed:** Stand – Anticipate!

- i. During the Creed, move to the ambo and set up binder and turn to GI page while reciting:

1. “One holy catholic and apostolic church...”

i. **General Intercessions:**

- i. If choir doesn’t sing it, the 1st Lector reads the GI
- ii. After reading GI, turn to Announcements page and stand still until ending prayer. (No need to turn and look at priest.)
- iii. Announce Offertory song and return to seat.

j. **Follow Mass gestures:**

1. Hands in prayer form or at 90* angle for Lord’s Prayer, not out to sides and never up high.

k. **Sign of the Peace:**

1. Stand beside the altar servers like for Holy Communion.
2. Only give Peace to one beside you.
3. Kneel for “Behold the Lamb of God...”

l. **Announce Communion Song:**

1. **When priest sets chalice down** after receiving the precious Blood, **move to the ambo and announce the song.** Song should start as ministers receive.
2. Stand next to the altar servers to receive Holy Communion.

IV. End of Mass

- a. After the blessing, move to the ambo when hear the words,
 - i. “**Go** in peace”
 - ii. Should be in place by “Thanks be to God”
 - iii. Announce the Recessional Song
- b. Stand until priest leaves altar
- c. Stand/kneel until end of final song

V. Post-Mass Procedure:

- a. Reverence altar and take basket to sacristy.
- b. Put money bag in drop safe (Will start in near future)
- c. *Unlock back door
- d. Return books to sacristy
 - i. Lay out for next Mass
 - ii. 6:00 PM – Put books away in proper place