

**Procedures for LECTORS AT MASS**  
Holy Name Catholic Church, Sheridan, WY  
Revised 10/15/17



**Before Mass**

- Please arrive 15 minutes prior to Mass.
- If the Lectionary, Prayers of the Faithful, and Announcements are not on the ambo, please place them there, ensuring that the Lectionary is open to the correct readings (These things can be found in the priest's sacristy – either in the cabinet or on the table). Either in the sacristy or at the ambo, review the readings one last time. Adjust the microphone to your height before Mass, if possible.
- Join the other ministers in the servers' sacristy for a prayer *exactly 10 minutes prior to the beginning of Mass*. Please keep idle chatter to a minimum so as to allow the priest and other ministers to prayerfully prepare for Mass. Once the prayer is finished, please proceed to your pew unless you are carrying the Book of the Gospels in procession, in which case, please wait quietly in the servers' sacristy with the book.

**During Mass**

- If the deacon is not present, the first lector (i.e. the first one listed on the schedule) will process in with the Book of the Gospels.
- The lector will process after the servers and before the priest. The book is to be held at about eye level – not raised high above the lector's head. When he/she arrives at the foot of the altar, he/she does *not* stop, bow, etc., but processes directly to the back of the altar (closest to the priest's chair) and places the Book of the Gospels face-down in the middle of the altar (*not close to the edge* because the priest needs that space open to kiss the altar). He/she then proceeds to the pew.
- Immediately after the people respond "Amen" to the Collect (Opening Prayer), the first lector goes to the ambo, *bowing toward the altar (not the tabernacle) before ascending the stairs of the sanctuary*. This bow can be made from whatever angle he/she enters the sanctuary and does not necessarily have to be made directly in front of the altar.
- When the lector arrives at the ambo, he/she proclaims the reading. After saying, "The Word of the Lord", the first lector returns to his/her pew, *bowing to the altar after descending the stairs of the sanctuary*.
- (If there is no cantor or choir, the first lector leads the Responsorial Psalm, as well.)

- After the Responsorial Psalm, the second lector (i.e. the second lector listed on the schedule) goes to the ambo and does the reading in the same manner as the first, bowing to the altar before entering the sanctuary and after leaving it. N.B. The second lector takes the Lectionary back to the pew with him/her. N.B. If no second lector shows up for Mass, the first lector should do *both* readings, unless a second lector can be found with a bit of searching the pews prior to Mass.
- *If there is no deacon*, during the Nicene Creed at the point in which we say “**I acknowledge one baptism**”, the second lector goes to the ambo to read the Prayers of the Faithful (Intercessions), bowing to the altar before entering the sanctuary and after leaving it. After finishing the Intercessions, step back from the ambo and wait until the priest finishes his prayer or until the prayer for vocations has concluded. Then return to your seat.
- *If there is no deacon*, the second lector reads the announcements after the conclusion of the *Prayer after Communion*, bowing to the altar before entering the sanctuary and after leaving it. N.B. Please enter the sanctuary towards the end of the prayer, ideally **as the priest is saying**, “...*Through Christ, Our Lord.*” so as to be ready to begin the announcements immediately after the Prayer after Communion. If you arrive before the conclusion of the prayer, wait attentively facing the priest until he has finished.
- The lectors do not process out with the priest and servers after Mass.
- N.B. After the recessional hymn has concluded, the **second lector returns the books and papers to the sacristy, while the first lector carries the collection baskets to the John Paul II Room** and, along with the head usher, puts the collection in a bank bag. Place the children’s offering in the provided envelope, seal it, and place it in the same bank bag as the collection. Together with the usher, place the zippered bank bag in the designated closet and lock it. If the door is locked, get a key from the priest or give him the bag directly. Lock the closet by pressing the button just below the door latch.

### General Principles

- Do not rush the reading. Pronounce all the words clearly.
- Do not add too much extra emotion or emphasis to the text. The reading is a proclamation of the Word of God, not a dramatization.
- You may fold your hands while reading or rest them on the ambo.
- Please do not intentionally make eye contact with the congregation.
- Pause briefly after saying “A reading from...” and before saying “The Word of the Lord”.
- *Do not add anything to the written text you see in front of you. Do not say “The first reading is...” or “The second reading is...”*
- **Prepare well for the reading** so that you are very familiar with it. Read over the reading several days prior to proclaiming it and several more times thereafter. Pray with the text. Look up any words you do not know and especially look up the pronunciation of any words or names with which you are unfamiliar. Do not guess. When in doubt, look it up.
- You may purchase a “Workbook for Lectors” at the parish office for \$12.00.
- Readings can be found at <http://www.usccb.org/bible/readings>
- Pronunciation of Biblical words and names can be found at <http://www.netministries.org/resources/resource-pronunciation-guide>

THANK YOU FOR SERVING THE COMMUNITY AND GOD BLESS YOU!!!