

## St. Joseph Catholic Church, Pinole - Lector Procedures

### Preparation

1. The schedule will be printed and placed in the vestibules two weeks before it takes effect. Your schedule will also be emailed to you at this time. In addition, the schedule is posted on the parish web site as well as is made available to you online at [rotundasoftware.com/ministry/sjcpinole](http://rotundasoftware.com/ministry/sjcpinole). Also note that you can download an app for your iPhone or Android device to view the schedule. Contact a lector coordinator if you need information on how to access these resources.
2. Always arrange for a sub if you are unable to read when assigned. You can use the online scheduling system at [rotundasoftware.com/ministry/sjcpinole](http://rotundasoftware.com/ministry/sjcpinole) to request a sub or arrange a swap. If you make arrangements for a sub or swap without using the online system, please send an email to [nealp510@gmail.com](mailto:nealp510@gmail.com) with corresponding details so notifications will be sent out appropriately.
3. You will receive an email and/or text message one week before you are expected to proclaim at Mass.
4. Review the readings for your assigned Mass; either use the "Workbook for Lectors", or log into [rotundasoftware.com/ministry/sjcpinole](http://rotundasoftware.com/ministry/sjcpinole), navigate to the Full Schedule, then to the particular Mass to which you are assigned, and click on the date. Finally, click on the link to the USCCB Daily Readings for that date.
5. If more than one reading is offered for a particular Mass, we will always select the first option. If a short version is offered as well as a long version of a particular reading, we will always use the short version.

### Lector Practice

1. Practice meetings will be held on Mondays at 6:00 PM in the Church. If you are scheduled to read the following weekend, please attend these meetings as they help all of us prepare to proclaim God's Word well.
2. Coordinate with your partner lector to determine who will read the first and second readings, who will process with the Book of the Gospels at the beginning of Mass, and who will read the Prayers of the Faithful. If you miss lector practice, communicate with your partner to coordinate duties.
3. Practice readings at home carefully and thoroughly. Read them aloud while practicing. Read the notes in the margin of your "Workbook for Lectors" to help you better understand and proclaim the texts.
4. Read the other reading at least once in case your partner fails to show and you cannot find another lector.

### Dress Code

1. Please wear professional attire (nice dress, slacks, skirt, collared shirt, tie, etc.). Please refrain from wearing sleeveless shirts or dresses; knees should be covered.

### Before the Liturgy

1. Arrive at church at least 15 minutes before Mass begins.
2. Check in with your partner to re-confirm Mass duties; who is doing each lector responsibility.
3. If you are reading the prayers of the faithful, review the petitions in the binder in the sacristy. Ask others for help if you are unsure how to pronounce names or words in the prayers.
4. Secure a seat with your family close to the front near the center aisle.

5. Be sure to sit at or very near the end of the pew. Ask someone to save your seat or use one of the special “Reserved for Lector” signs found in the drawer in the sacristy near the lector binder.
6. First reader: go to the ambo and make sure the lectionary is in place on the ambo and open to the correct first reading. Should it be open to an unexpected set of readings, resolve immediately with the Presider or sacristan. Also make sure the prayers of the faithful binder is on the shelf in the ambo.

### 5 minutes before Mass

1. In the unlikely event your partner lector has not arrived by this time, inform the sacristan and head usher that you are looking for a replacement lector. When you find a replacement, let them know which reading they will do and what duties, if any, they will perform.
2. Meet with the other Mass participants in the Candle Room church for the Prayer of the Servers.
3. Line up with the Eucharistic Ministers in the procession, in front of the clergy.

### The Book of Gospels in the Mass procession:

1. Get the Book from the sacristy and take it to the Candle Room. NOTE: If there is a Deacon present for the Mass, the Deacon will carry the Book of Gospels in the procession, but you should still take the Book to the Candle Room and give it to the Deacon.
2. As the procession forms, take your place alone and behind the Eucharistic ministers and partner lector, and in front of the Clergy, with the Book of the Gospels facing forward, held high and vertically.
3. Process with the Book directly to the altar, do not bow, and step directly up and around the altar to the left, and with the Book still overhead, walk to the back side of the altar, facing the congregation. See Fig. 1 – Processing the Book of the Gospels, below.
4. Lower the Book to the altar while opening it a few inches to allow it to stand and placing it vertically, with the front of the Book facing the congregation.
5. Step away from the Book and walk down the side aisle to return to your seat.

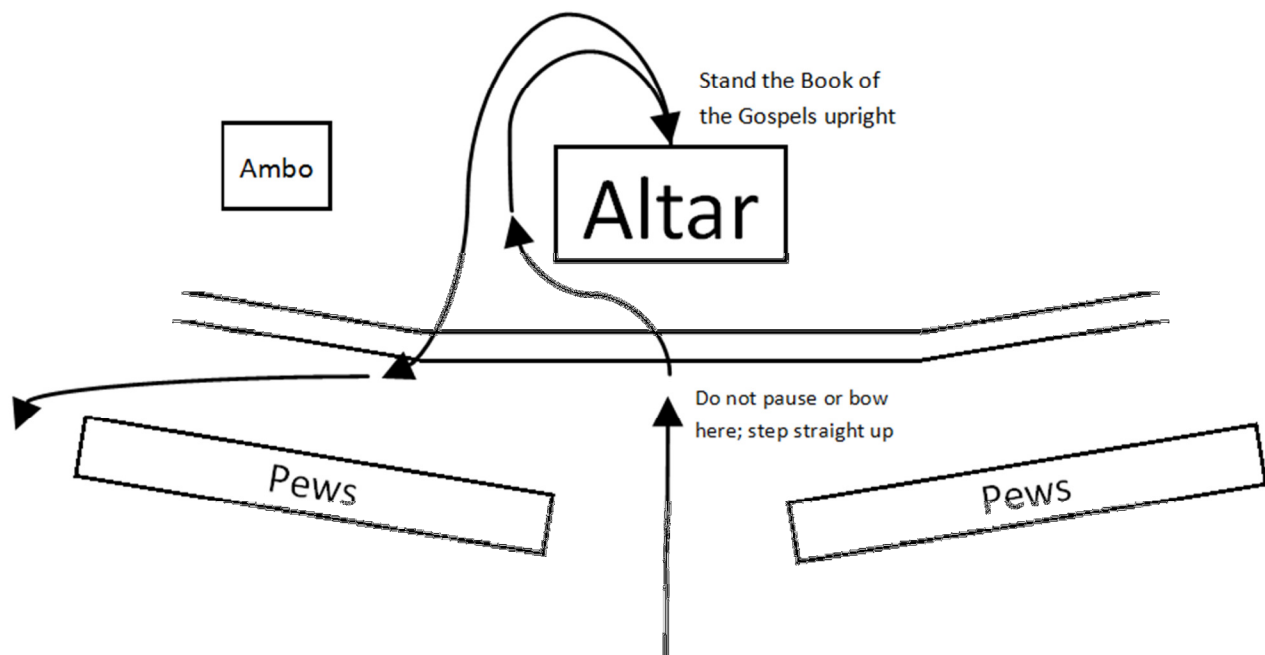


Fig. 1 – Processing the Book of the Gospels

## First Lector

1. After the opening prayer, or after the Children's Liturgy participants have processed out of the sanctuary, and after the after the Presider sits, stand up, walk to the center of the altar, bow deliberately, walk parallel to the altar until you are between the altar and ambo, then step up onto the altar and walk to the ambo facing the congregation (see Fig. 2 - Approaching the ambo to proclaim below).

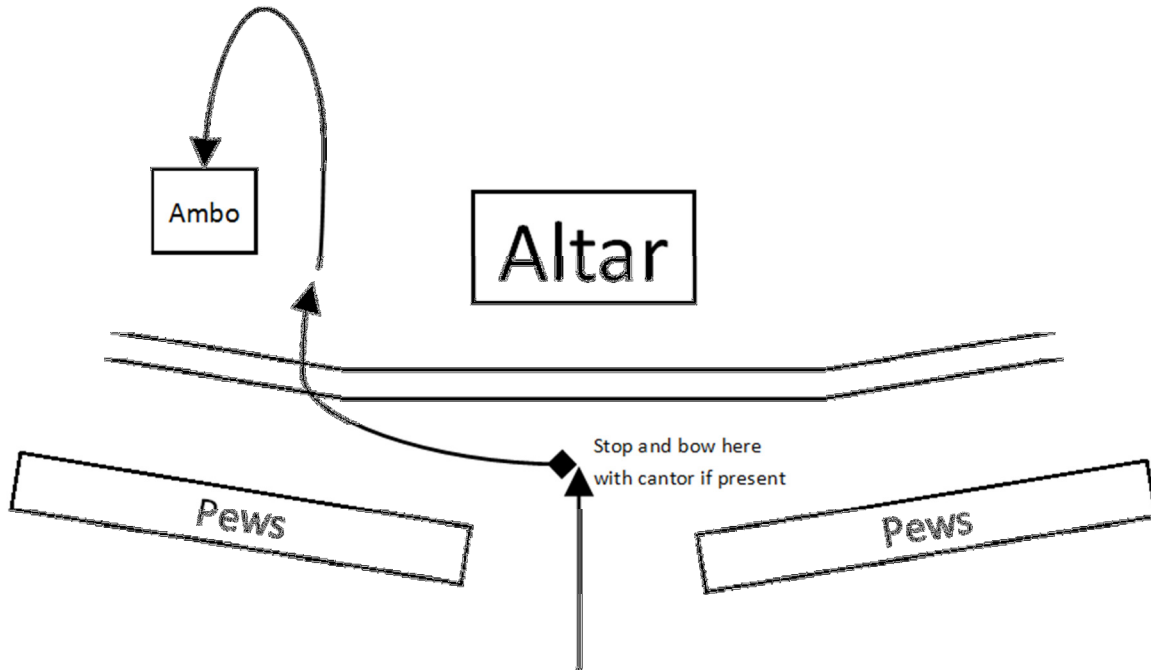


Fig. 2 - Approaching the ambo to proclaim

## Proclaiming the Word

1. Briefly check that the Lectionary is on the correct reading. Adjust the microphone if necessary.
2. Look at the assembly and begin, "A reading from..." in one uninterrupted sentence without pauses. If possible, memorize this line so you can look up continually while proclaiming it. Pause before continuing; e.g., for at least enough time to mentally say "Hail Mary full of grace", or "1001", "1002", "1003".
3. Proclaim the reading slowly, deliberately, and while enunciating every word. Pause after commas; pause twice after periods.
4. At the end of the first reading, pause again as before, you know, "Hail Mary full of grace", or whatever you can do to make certain you pause noticeably; then say, "The Word of the Lord."
5. If necessary, turn to the next page of the Lectionary for the second lector.
6. If you are not reading the Responsorial Psalm, or if you are not the only lector at a Sunday Mass, step away from the book and step down from the altar and then walk to the center (see Fig. 3 - Departing the altar after proclaiming below). As you descend from the altar, make note of whether or not one or more cantors are coming to the altar. Either turn toward the altar and bow intentionally, or turn toward the altar and wait for the cantor(s) to stand next to you, then bow in unison with them. Return to your seat.

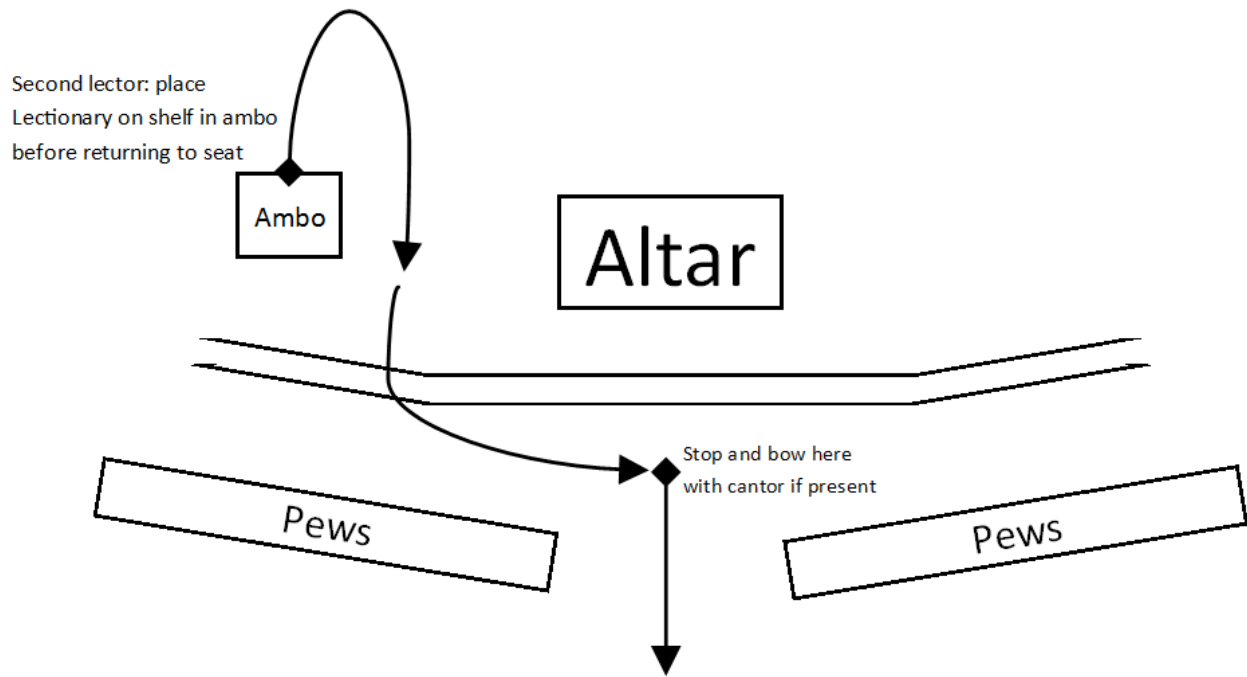


Fig. 3 - Departing the altar after proclaiming

### Responsorial Psalm

1. Step back from the ambo, bow your head, and enjoy an extended pause. This is meant to give the congregation a chance to reflect on the first reading. Mentally recite an entire Hail Mary if it helps you pause long enough.
2. Step back to the ambo and, if necessary, turn to the Responsorial Psalm for today in the Lectionary.
3. Read the response slowly with good enunciation.
4. Pause briefly, raise your arm to cue the congregation, and repeat the response with them.
5. Read each strophe of the Psalm, following each by looking up at the congregation, raising your arm, and saying the response with them.
6. After the last response, if you are at daily Mass or you are not the only lector at a Sunday Mass, return to your seat (see Fig. 3 - Departing the altar after proclaiming above).

### Second Lector

1. After the Responsorial Psalm, stand up, walk to the center of the altar—if the cantor was present at the ambo, wait until the cantor makes their way off the altar and stands next to you—bow deliberately, walk parallel to the altar until you are between the altar and ambo, then step up onto the altar and walk to the ambo facing the congregation (see Fig. 2 - Approaching the ambo to proclaim above).
2. Proceed with **Proclaiming the Word** steps 1 – 3, described previously on page 3.
3. Close the lectionary and place it on the left side of the shelf under the ambo (do not cover the Prayers of the Faithful binder).
4. Step away from the book and return to your seat (see Fig. 3 - Departing the altar after proclaiming above) and sit down.

## **Prayers of the Faithful**

1. Proceed to the altar to proclaim the Prayers of the Faithful (as described in Fig. 2 - Approaching the ambo to proclaim, above):
  - 1.1. When the congregation is saying the Nicene Creed, after the words “who has spoken through the prophets.”
  - 1.2. When the congregation is saying the Apostles Creed, after the words “He shall come to judge the living and the dead.”
  - 1.3. If a baptism (or any other rite that includes the congregation renewing their baptismal vows) is being celebrated *following the Homily*, proceed to the altar when the rite is complete and the priest is returning to his seat.
2. Retrieve the binder from the shelf, open it to the Prayers of the Faithful, and place it on the ambo.
3. Turn your attention toward the priest as he says the introductory prayer.
4. Turn back to the ambo and proclaim the intercessory prayers as thoughtfully and carefully as you do the readings.
  - 4.1. Pause very slightly after each petition before saying "We pray to the Lord."
  - 4.2. Pause again after the people's response before beginning the next petition.
5. Remain in place at the ambo with your head bowed during the Presider's closing prayer. Do not back up or move away from the ambo.
6. When the Presider's closing prayer is finished, return to your place in the assembly (as described in Fig. 3 - Departing the altar after proclaiming above).

### **General notes:**

1. If you need to shift glasses or put them on to read, do so as soon as you comfortably can, but before reaching the ambo.
2. When introducing the reading, pronounce the “A” in “A reading from...” as a schwa (...as in “uh”) rather than a long vowel (...as in “hay”).

**Thank you for the tremendous service that you are providing God and our parish community!**