

St. Francis de Sales Catholic Church

Lector Guidelines

All who proclaim the Word of God should have a good familiarity with the sacred nature of the texts proclaimed, be qualified to read aloud in public, and trained in the art of proclamation. Those who are selected as lectors and readers should be baptized and confirmed Roman Catholics, be in good standing with the Church, embody a mature Christian lifestyle, and be able to proclaim the scriptures with faith and skill.

Lector Preparation:

Proclaiming the Scriptures at our weekend liturgies requires preparation. **The willingness to prepare may, in fact, be the most important gift necessary for serving as a lector.** It is best to read your reading aloud several times throughout the week.

As you choose an outfit to wear, be sure it reflects the dignity of the ministry you will be undertaking. Avoid wearing anything that would likely distract your fellow worshipers. **Shorts, flip flops and jeans are not appropriate attire.**

Lector Procedures:

First Lector

Before Mass:

- **Arrive at church at least 15 minutes before Mass.**
- Make sure the clear bookstand is in the middle of the Altar. If it is not, then it should be on the bottom shelf of the credence table. Put it on the Altar where you can easily reach it for placing the Book of the Gospels.
- The Sunday Lectionary should already be at the Ambo. You will need to check to make sure the correct page is open, and also make sure the Announcements and Prayers of the Faithful are there in the folder on the right side of the Ambo.
- **You will need to SIGN-IN in the Ministry Binder on the counter near the front entrance to the Church.**
- Get the Book of Gospels (gold cover) from the vesting Sacristy and wait near the double doors at the central front entrance to be part of the procession.

Opening Procession:

- Carry the Book of the Gospels in the procession, with the front of the book facing away from you. **You will be second in line, following the Cross Bearer.**
- Do NOT genuflect, bow, or stop when you get to the steps in front of the altar. Go directly to the back of the altar, place the Book of the Gospels in the stand, and then proceed to the bottom of the steps to bow with the Priest.

During Mass:

- After the opening prayer, when everyone is seated, **please sit as well.** Wait until everyone is seated and silent, then stand and proceed directly to the Ambo. Gain your composure and the people's attention, then announce, "A reading from . . ." (Do not say, "The first reading"). At the end of the reading, pause briefly and say, "The Word of the Lord."
- Before you leave, you will need to turn the page in the Lectionary to the 2nd Reading. There will be a ribbon marking which page to turn to.

- Return to your seat in a slow and controlled manner – do not rush.

After Mass:

Prepare for the next Mass by:

- Put the Sunday Lectionary back on top of the Ambo (it will be inside), open it to the 1st Reading, with the ribbon on the page of the 2nd Reading.
- Place the folder with the Announcements and Prayers of the Faithful on top of the Ambo on the right side.
- Take the Book of Gospels to the vesting Sacristy.
- Be sure to leave the priest's homily on the shelf inside the Ambo.

****11:00 A.M. Mass Only:** Put the books away in the supply Sacristy instead.

Second Lector

Before Mass:

- **Arrive at church at least 15 minutes before Mass.**
- The Sunday Lectionary should already be at the Ambo. You will need to check to make sure the correct page is open, and also make sure the Announcements and Prayers of the Faithful are there in the folder on the right side of the Ambo.
- **You will need to SIGN-IN in the Ministry Binder on the counter near the front entrance to the Church.**
- You will find a copy of the Announcements and Intercessions in the vesting Sacristy for you to practice reading. Make sure you can pronounce all words and names. If you have a question about a pronunciation, please ask for assistance.
- **When the 5-minute-till-Mass bell rings, proceed to the Ambo.** As soon as the bells stop ringing, read the Announcements.

During Mass:

- After the Cantor finishes the Psalm Response, proceed to the ambo. **DO NOT get up until the music has finished** and do not bow to the altar. Gain your composure and the people's attention, then announce, "A reading from . . ." (Do not say, "The second reading"). At the end of the reading, pause briefly and say, "The Word of the Lord."
- **Place the Sunday Lectionary on the shelf of the Ambo** to make room for the Book of Gospels to go on top.
- Return to your seat in a slow and controlled manner – do not rush.

General Intercessions:

- Return to the Ambo toward the end of the Profession of Faith (Creed) **when we say, "We believe in one, holy, CATHOLIC, and apostolic Church."** It is okay for you to be moving while the congregation is praying this prayer.
- Wait for the Priest to introduce the Intercessions, and then read them.
- **Remain at the ambo until the priest offers a closing prayer, then return to your pew.**

Notes:

- Stand in the center of the microphones and adjust them so they point towards your mouth.
- After Mass, the 1st lector needs to prepare the books for the next Mass.
- If you cannot lector at a Mass you are scheduled for, it is YOUR RESPONSIBILITY to find a substitute. Contact lists of all other lectors at your Mass can be obtained by contacting the parish office.