

<p style="text-align: center;">Tasks of Lectors Revised February 2014</p>

Scheduling:

- 1) When you receive your three month lector schedule, please make note of your service and rehearsal dates right away and note any conflicts.
- 2) A current version of the schedule reflecting any trades/substitutions can be found on the Holy Name website at <http://hnoj.org/liturgical-ministries>
- 3) If you belong to another liturgical ministry, we ask that you ideally serve in only one ministry per Mass. Coordinator will attempt to schedule you around any choir obligations.
- 4) Rehearsals are required for Sunday mass lectors. If you are unable to serve as scheduled and/or to attend the Monday rehearsal, please use the email distribution list to request a substitute who is able to attend both. Once you have a substitute, send a confirming email to the scheduled rehearsal coach and the Coordinator with the name of your substitute. Coordinator will assure that the reminder cards are sent to the proper person, if time allows.
- 5) If you are unable to find a substitute, **please email (or call) the scheduled coach at least a day in advance of the rehearsal to advise them that you will not be serving that week** and they will attempt to cover your service or ask the other scheduled lector to prepare both readings.
- 6) A rehearsal no-show without prior notification may warrant a courtesy email or phone call from the Coordinator; two absences may result in removal from active schedule. Failing to show up on Sunday may be cause for removal.
- 7) Any changes to your status may be emailed or phoned to Lector Coordinator. (Contact information is on lector schedule)

Rehearsal:

- 1) Rehearsals are required for all Sunday lectors. They are held at 7:00 p.m. on the Monday before the service date, unless the Monday is a parish holiday in which case rehearsal will be on Tuesday at 7:00pm.. Rehearsal typically lasts about 30 minutes.
- 2) **Life Teen lectors** rehearse every Sunday prior to their service date at 6:45 p.m.
- 3) Location is typically in the church. Plan to arrive a few minutes before 7:00 p.m.
- 4) **Please read through your assigned reading(s) before coming to rehearsal.**
- 5) **Daily lectors** are encouraged to practice individually ahead of time.
- 6) A helpful website for use in the proper pronunciation of biblical words can be found at: <http://netministries.org/bbasics/bwords.htm>

Before Mass:

- 1) A gentle reminder – please dress appropriately. Our dress for worship is an example to the community and will reflect the priority we place on our ministry. Please do not wear flip flops, short skirts, shorts or jeans.
- 2) Both Sunday lectors should arrive at least 15 minutes before Mass. **The second lector should check in with the first lector prior to the start of mass and both should verify whether there is a deacon present.**
- 3) Lectors should enter the Sanctuary with a bow to the altar via the front center steps, even before Mass.

- 4) The first lector should place the Lectionary on the ambo, open to the correct page.
- 5) **When no Deacon is present**, the first lector will participate in the entrance procession - carrying the Book of Gospels resting against their abdomen with the front cover facing the congregation, with hands down at hip level – following the altar servers. Lector does not bow when carrying the book, but follows the servers up the sanctuary steps, placing the Book of Gospels on the stand in front of the ambo, then goes back down to the base of the steps to bow at the altar along with Father (and servers) and then returns to his/her seat in the congregation.

During Mass:

- 6) **First lector** approaches the sanctuary, bowing to the altar at the bottom center of the steps, and then proceeding up to the ambo through the center. Lector will announce and read the first reading. Remember to read only what is in the lectionary. **Do not add words like “Our first reading is”**
- 7) After reading, prepare the lectionary (turn page if required) for second reading. Leave the sanctuary through the center. Meet the responsorial psalm cantor, if applicable, at the bottom of the steps, turn and bow together to the altar and then return to his/her seat.
- 8) **If there is only one lector** for both readings, lector will remain in the sanctuary and be seated next to the altar servers between readings, unless there is no chair available, in which case they should choose the closest chair possible to the sanctuary to sit in during the responsorial psalm.
- 9) After the Responsorial Psalm is finished, the **second lector** comes forward and meets the cantor at the bottom of the altar steps and together they bow to the altar. The cantor then proceeds back to the choir area while the second lector enters the sanctuary through the center. Lector will announce and read the second reading. After reading, close the Lectionary and place it under the black binder on the shelf in the base of the ambo. Leave the sanctuary through the center. Turn and bow at the bottom of the steps before returning to seat.
- 10) **If no Deacon is present**, the second lector will return to the Sanctuary after the Profession of Faith (when Father begins the introduction) to read the Prayers of the Faithful. Lector will enter and leave the Sanctuary using the same protocol as before.
- 11) At the start of the final song, both lectors will return to stand at the base of the sanctuary steps in front of where the collection basket is located and stand together.
- 12) When Father and the servers start to move, one lector will retrieve the collection basket. They will wait at the base of the steps, bow along with Father and the servers, and follow the servers in the recession.
- 13) **Daily lectors** will enter and leave the sanctuary following the same protocol as Sunday lectors. After reading the first reading, lector will pause and then proclaim the Psalm response. Again, **do not add words like “Our response today is . . . “**. Invite the congregation to respond with a gesture. After each verse, use a gesture if necessary, to invite the congregation to respond.

After Mass:

- 1) Sunday lectors will put collection in the deposit bags, write the date and mass time on the outside of the bags and put the bags into the safe, noting the bag numbers on the log sheet and signing for each bag. **Do not handle the collection alone or with your family members. If only one lector is present, an usher or another lector must assist with the collection and the lector is responsible to recruit someone for this duty.** Return the collection basket to the usher room by the main doors.