

LECTOR PROCEDURES

The Lector schedule is mailed to you every three months. On the back of the schedule appear the names and telephone numbers of all lectors. **If you are unable to read on an assigned date, please telephone another lector to substitute for you.**

It is helpful to begin preparing for your reading several days prior to the event. Suggestions for preparation which have helped:

- First simply read the selections to yourself to get an initial sense of the scripture passages.
- Read the background material and reading suggestions found in the Lector's Workbook. Look up the pronunciation of any words you are unsure of. You can find a guide to Bible pronunciation on the internet at <http://netministries.org/Bbasics/bwords.htm#>
- Consider consulting other sources for further background about the readings. For example, read the passage in the Bible, but also read those sections preceding and following the actual reading you are to proclaim. Seeing the passage in context often deepens our understanding. Note any footnotes or introductory comments in your Bible which pertain to the passage. Many commentaries on the readings are available in print, and Creighton University offers daily reflections on the readings online which can provide helpful preparation (www.creighton.edu/CollaborativeMinistry/daily.html) Another helpful online resource is <http://lectorprep.org/>
- Practice your reading several times. If possible, record your reading and listen to yourself to determine if your speed, volume, emphasis, etc. are correct. Watch yourself in the mirror to see if your delivery is distracting in any way (e.g. head nodding, or hand movements which may draw attention to you instead of the reading).
- **Decide how you will proclaim the reading and stick to it.** You will be most comfortable and effective if you proclaim as rehearsed and do not try to make any last minute changes in emphasis, etc.
- If you make a mistake, simply move on. Everyone does this sometimes. Don't draw further attention to the error by apologies or elaborate corrections. Just keep reading.

Arrive at least 15 minutes before Mass so that you can see the readings in the Lectionary, review the Prayer of the Faithful and get any instructions the priest may have.

Except for special occasions when we might sit in the sanctuary, we sit in the first pew, left of center.

The lector follows the altar servers and precedes the priest in the procession.

All ministers bow together when they reach the foot of the altar.

Place the Book of Gospels on the altar and go to your seat, bowing as you leave the sanctuary.

The first reading occurs after the Opening Prayer. Bow before the altar as you approach the ambo. **After the first reading remain in the sanctuary, sitting on the bench behind the ambo during the responsorial psalm.** After the song leader returns to his seat, return to the ambo to proclaim the second reading. When you finish the Second Reading, **place the lectionary on the shelf** below the ambo (but not on top of the Prayer of the Faithful) so that the priest can place the Book of Gospels on the ambo, and return to your pew, bowing as you leave the sanctuary.

At the end of the Creed (as the congregation recites “We believe in one, holy, catholic and apostolic Church...”) go to the ambo so that you will be ready for the Prayer of the Faithful. Remain there until the priest finishes the concluding prayer and then return to the pew. Again, bow as you approach and leave the sanctuary.

At the end of the Mass, when the priest walks to the foot of the altar, join him and the other ministers there. **Pick up the collection basket to take with you as you leave.** Bow with the priest and follow the altar servers as you recess. **Hand the collection basket to the usher in the back of the church before returning to the sacristy.**