

***Saint William's Lector's Guidelines
For Sunday and Holy Day Masses***

PREPARE for the readings early in the week- make sure that you are familiar with *both* readings in the event that you might have to read both readings.

Use the “Workbook for Lectors and Gospel Readers” or go to www.usccb.org for your reading.

Reflect on the readings during the week, your interpretation and inflections may change with reflection.

SUNDAY

Two Lectors are assigned for each Mass; if you cannot serve call for a substitute from the Lector's list (www.stwilliams.org) Please notify the office by the 15th of the month if you know that you will not be available to serve any days of the following month.

Arrive at least 20 minutes before Mass; find the other Lector when you arrive so that if that Lector is not present you will know that you will need to read both readings.

Check the Lectionary for the correct readings and their layout on Lectionary pages; leave Lectionary open on the Ambo.

The Gospel Book will be marked by the Deacon or the Priest.

If the Deacon is not present at the Mass at which you are reading, the second Lector will carry the Book of the Gospels in the procession; if you are carrying the Book of the Gospels your place is just in front of the priest.

Go to the main entrance of the church and greet parishioners as they arrive.

Welcome & Opening Comments

The opening comments are made by the first Lector. When welcoming the assembly be engaging both verbally & physically to the people and make eye contact. Your opening comments will be written for you and in a binder in the Ambo. After you are done with your welcoming, put the binder back in the shelf inside the Ambo and go to your seat in the assembly.

GATHERING RITE

The Lector processes in front of the Deacon who is carrying the Book of Gospels. If the Deacon is not present the Lector carries in the Book of the Gospels and processes in front of the Priest.

If carrying the Book of the Gospels hold it as high as is comfortable over your head with both hands.

When you are carrying any liturgical object (i.e. Book of Gospels, Processional Cross, etc.) no bow or genuflection is ever required at the Altar.

If you are the Lector carrying the Book of the Gospels process directly into the Sanctuary without stopping at the steps, keep the Book as high as possible and then place the book on the Altar. If the Lector is *not* carrying the Book of the Gospels the Lector will stop at the bottom of the steps with Father and bow with him and the rest of the ministers. Go to your seat in the assembly.

LITURGY OF THE WORD

After the opening prayer of the Mass the Presider will sit down, this is your cue to go to the Ambo to proclaim your reading.

Both Lectors go up the steps and bow to the Altar together, the first reader goes directly to the Ambo, the second Lector takes a seat behind the Ambo until it is their turn to read. As in all liturgical movement into and away from the Sanctuary, take your time and always bow at the Altar.

Once at the Ambo, again take your time, position the Lectionary in a comfortable way and begin your proclamation of the first reading. Do not say “the first (or second) reading is a reading from the book of”. Say only, “A Reading from the Book of (or Letter to)...” as you make this statement you should be looking at the assembly. Read slowly and deliberately, keep your hands on the Ambo or on the Lectionary; be still and reverent. Make sure that as you are reading you are making eye contact with the assembly.

After the completion of the reading take a short pause before saying, “The Word of the Lord”, do not say, “This is the Word of the Lord”; assure that you look up and make eye contact with the assembly at this time. Return to your seat either in the pew or behind the Ambo. Both Lectors will leave the Sanctuary together bowing at the Altar as they leave after both readings and the Psalm are complete.

After the Psalm is sung wait for the Psalmist to leave the Ambo; there is no time of reflection after the Psalm. The second Lector goes into the Ambo to proclaim the second reading. Again take your time before, during and after the reading, and always make eye contact with the assembly. Never be in a hurry.

After the second reading leave the Ambo to return, with the other Lector, to your seat in the assembly. Stop to bow and reverence the Altar before leaving the Sanctuary.

Prayers of the Faithful

If present, the Deacon will always read the Prayers of the Faithful. If a Deacon is not present, the second Lector will go to the Ambo at the conclusion of the Creed, bowing as they pass the Altar, to read the Prayers of the Faithful. Stay in the Ambo until Father concludes the Prayers of the Faithful and then return to your seat, stopping to bow at the Altar before you leave the Sanctuary. As with the readings, eye contact is important, at the very least, always look up at the assembly when you say, “We pray to the Lord”.

CONCLUDING RITE

Announcements

The announcements are done by the second Lector after the prayer after Communion. Go to the seat behind the Ambo immediately after you receive Communion and wait there until it is time to do the announcements, stay at the seat behind the Ambo until you join the retiring procession.

Dismissal

At the conclusion of the final blessing (“Go in peace...”) move directly into the entrance of the Sanctuary, just below the steps. Bow when the Presider, Deacon and servers bow before the Altar and then join in the appropriate spot in the retiring procession, just after all of the Servers and Communion Ministers.