

St. Joseph Parish
Guidelines for Lectors
2015-2016

Preparation to Proclaim The Word

SCHEDULE

You will receive an email from the parish office to enter blackout dates
Schedules will be provided by email (hard copies in Ministers' Room)
Can view at www.stjos.com (Ministry Schedules link on home page)
When you receive your schedule, please mark the dates on your calendar
and arrange for a substitute if necessary
If you cannot serve at your scheduled time, please call or email another minister
to switch with you; you can also contact your partner to see if they can find
a sub or contact Chris Olench (colenehdpm@yahoo.com or 734-255-3520)

IN ADVANCE OF YOUR DAY TO PROCLAIM THE WORD

Read over both Old Testament and New Testament readings, The Gospel, and
the background material from your lector workbook
Always prepare to read both passages whether you divide responsibilities with
another lector or not
Reflect on each passage and its value to the community gathered
Check the proper pronunciation of unfamiliar words (margin of workbook)
Practice the readings aloud, with attention to phrases and pauses (SLOWLY)
Practice various ways to communicate thought, feeling and emphasis

APPEARANCE

Men: Shirt and tie are encouraged, dress slacks and button down dress shirts
are acceptable
Women: Dress, skirt and blouse, slacks and blouse are acceptable
Dressing appropriately whenever you come to church is encouraged as you never
know when your help will be needed and you will be asked to fill in as a sub

ASSIGNED DAY

***PLEASE ARRIVE AT LEAST 15 MINUTES BEFORE MASS**
Check off your name on the list in the Minister's Room
Check in with the mass captains if possible
Take another look at the readings; the Lectionary will be on the counter
Review the introduction, petitions and pronunciations of the names
If you have any questions, please ask the mass captains
Watch for your partner and discuss the readings that each of you will do
If your partner is a no show, be prepared to do the introduction, both readings
and the petitions unless there is another lector available
Lectors will sit on the piano/music side of the church

FIVE MINUTES BEFORE LITURGY

Place binder with introduction and intercessions on the lectern and USING 2 HANDS, adjust the microphone

Place lectionary on the Ambo and USING 2 HANDS adjust microphone

STAND AT THE LECTURN AT THE TIME THAT MASS IS TO BEGIN AND
LOOK FOR FATHER'S SIGNAL TO BEGIN INTRODUCTION

Proclaiming the Word

IF YOU WILL BE READING THE INTRODUCTION

Speak directly to the people, making eye contact as appropriate

After "Good Morning or Good Evening", pause to let the assembly respond

SPEAK SLOWLY

After the introduction return to your place in the assembly

WHEN PROCLAIMING THE FIRST READING

After the opening prayer is complete, approach the Ambo once the congregation is being seated

If there is a baptism, approach the Ambo after the family has returned to their seats after the baby has been anointed and Father is sitting down

*Approach the Ambo but DO NOT BOW (See Addendum on Page 3)

At the Ambo, find your place and compose yourself as the people settle

Scan the assembly, making eye contact as you wait for all to be attentive

Announce, "A Reading from..." (Remember 'A' rhymes with 'The')

Pause again and make eye contact before reading the scripture passage

Read directly to the people, meeting their eyes frequently

Communicate both thought and feeling, emphasizing what is important

Make a pronounced pause and look directly at the people before saying,

"The Word of the Lord"

Turn the page if necessary to make the second reading visible

Step away from the microphone and take a reflective posture for 5 to 10 seconds
then return to your place in the assembly

WHEN PROCLAIMING THE SECOND READING

When the psalm is completed, wait for the cantor to return to their place
before approaching the ambo

Follow the same procedures as for the first reading

After saying, "The Word of the Lord" turn the page so that the Gospel is visible

To Father, then take a reflective pause for 5 to 10 seconds

During Lent, the Lectionary is then placed on the lectern shelf

Return to your place and stand in anticipation of the Gospel acclamation

IF YOU READ GENERAL INTERCESSIONS

Approach the cantor lectern at "...one holy, catholic and apostolic church..."
as we are finishing the Creed; if there is a baptism, approach when the
applause is drawing to a close

At the cantor lectern, turn and face Father during his introduction to prayer
then face the assembly when he is finished and begin the intercessions

SPEAK SLOWLY

Make eye contact, especially during "Let us pray to the Lord"

During Father's concluding prayer turn to face Father

After the concluding prayer return to your seat

AFTER THE FINAL SONG

Wait until all verses of the recessional song are complete

Return the lectionary and the binder to the Ministers' Room

After the 11:00 am mass ONLY, return the binder to Music Director

Kelly Rizzo-McLain

THANK YOU for the time and energy you give to the Ministry of the Word

*Clarification on Bowing from Rita Theron

When liturgical ministers are in the opening procession and they reach the top of the aisle, they bow to the altar. If they are carrying something they bow their head. If the tabernacle is in the sanctuary (not in our case) they genuflect.

The GIRM is careful to regulate what goes on DURING mass. When a lector stands to read, he/she simply "goes to the Ambo (GIRM 128)." Since the focus is on the holy word they are about to proclaim, there is no sign of reverence to the altar, tabernacle, or priest. It is best that all readers sit in an area of the church where they can approach the Ambo directly and with ease (no need to cross over the main aisle or travel great distances). Likewise, ministers do not genuflect or bow to the tabernacle DURING mass.

Thank you for your service on your parish commission and for your attention to reverence!

Blessings,

Rita A Thiron, MA

*** If you would like to hear an audio of your reading or any other daily reading, they are available on the United States Conference of Catholic Bishops web site at www.usccb.org/bible/readings-audio.cfm

This can act as a guide for inflection, tone and pronunciation.