



St. Christopher Church

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Lector Guidelines

Lector Scheduling

- Please log into the Ministry Scheduler when you receive the email with your login information. Select “My Profile” to indicate your service preferences and verify your personal information. The Ministry Scheduler link is <https://www.rotundasoftware.com/ministry/StChrisParish>
- The Lector Schedule lists two Lectors. Lector #1 is assigned to process with the Gospel Book and read the first reading. Lector #2 announces the celebrant and opening hymn, reads the second reading and leads the assembly in the Prayers of the Faithful.
- The Lector Schedule is prepared for a 3-month cycle and is typically distributed two weeks in advance. You will be automatically notified when it is time to advise the Ministry Scheduler of any anticipated absences for the forthcoming 3-month cycle. The notification will come to you as an email from St. Christopher Church and it will link you to the Ministry Scheduler application at <https://secure.rotundasoftware.com/msp/webterminal/myProfile.php?user=StChrisParish>
- After the Lector Schedule is distributed, it is your responsibility to ensure that your assignment is covered. If you cannot lector at an assigned Mass, you may arrange to swap assignments with another scheduled Lector or you may arrange for another Lector to take your place. Click on REQUEST A SUB in the Ministry Scheduler at <https://secure.rotundasoftware.com/msp/webterminal/myProfile.php?user=StChrisParish>
- Please give your substitute as much notice as possible. If your absence is last-minute due to an emergency or illness, please call the rectory and leave a message for Father John Chlebo at extension 114. Please do not simply fail to appear for an assigned Mass.
- If you are late for Mass and a last-minute Lector has already been recruited to take your place, please defer to the Lector who is taking your place and plan to be on-time in the future.
- No Lector should serve as a Eucharistic Minister and Lector at the same Mass. If an individual is accidentally slated for both ministries at the same Mass, please find a substitute for one or the other.
- Should a Lector serve at a liturgy and attend a second Mass on the same day, it is acceptable to receive Communion at each Mass.

Lector Preparation

- Use the ***Workbook for Lectors, Gospel Readers, and Proclaimers of the Word*** for effective worship preparation. The ***Workbooks*** are available annually at the beginning of the liturgical year in the Church or rectory. Read all three readings and their associated commentaries well in advance. The commentaries provide background material which helps Lectors and Presiders understand the Lectionary readings in their literary, historical, cultural, and theological contexts. The pronunciation guides and margin notes help with the clear and effective proclamation of Scripture.
- Practice your assigned reading several times silently **and** aloud before proclaiming it at Mass. Remember that often you are telling a story.
- Be prepared to lector effectively:
 - Approach the ambo after the Presider has taken his seat.
 - Position the microphone for you.
 - Pause for a moment of silence before you begin to read.
 - Speak slowly, patiently, clearly, and loud enough for people to hear you well without your shouting.
 - Modulate your reading speed and volume to effectively emphasize the content of the reading.
 - Make eye contact with the assembly as you read.
 - Stop and begin anew if you make a mistake and need to recover.
 - Adjust the Ambo up or down only if necessary.
 - Remember to make eye-contact with the assembly throughout the church – in front and back, on the left and right sides of the church. Eye contact is an important element of effective communication.

Before Mass

- Arrive 15 minutes in advance. Sign in on the Mass sheet in the Bride's Room for final preparation prior to Mass. Sign-in by simply initialing or checking next to your name.
- Review the Prayers of the Faithful so you can pray the intercessions with meaning and conviction. There may be last-minute additions to the sick and deceased. Check the notebook on the ambo to be sure of the names you will read.
- Practice pronouncing the names of the sick and deceased included in the Prayers. Ask if you need help pronouncing words or names.
- During Mass remember to participate fully in the liturgy. Be sure to use a worship aid and join in the singing. Your example of prayer is important.

During Mass

- Lector #1 is responsible to:
 - Carry the Book of the Gospels reverently into Church (unless preempted by a deacon in which case simply take your seat in the assembly).
 - Proclaim the 1st Reading.
- Lector #1 enters the church with the opening procession – behind the altar servers and in front of the Presider.
 - Raise the Book of the Gospels in both hands for the assembly to see as you walk down the center aisle.
 - At the base of the steps to the sanctuary, venerate the altar with a reverential bow and proceed immediately up the sanctuary steps.
 - Proceed to the altar and place the Book of the Gospels face down in the middle of the altar; the front of the book will face the assembly when picked up by the Gospel reader.
 - Walk to your place in the assembly. Join in singing the opening hymn.
- Lector #1 waits till the Presider is seated, then approaches the sanctuary at the center of the bottom step; bow to the altar and approach the ambo; proclaim Reading #1; leave the Lectionary open; and return to your seat pausing to bow with the cantor at the bottom step.
- Lector #2 is responsible to:
 - Announce the commencement of Mass.
 - Proclaim the 2nd Reading.
 - Pray the Prayers of the Faithful. If a deacon is present, he will lead the Prayers of the Faithful.
- Lector #2 enters the church before Mass and sits in the assembly. A couple minutes before Mass begins, Lector #2 proceeds to the ambo, waits for a cue from the celebrant in the rear of the Church, then announces the celebrant and the entrance hymn and invites the assembly to stand. After making the announcement as printed, the lector returns to take a seat in the assembly.
- Lector #2 approaches the sanctuary when the cantor finishes the psalm, and they bow to the altar together. Approach the ambo to proclaim Reading #2. When finished, place the Lectionary in one of the slots to the right or left of the ambo and return to your seat pausing to bow to the altar at the center of the bottom step.
 - Lector #2 approaches the sanctuary for the Prayers of the Faithful at the beginning of the Creed. Remember if a deacon is present, he (not you) will lead the Prayers of the Faithful.
 - Bow to the altar at the base of the steps in the middle.
 - Proceed to the ambo and face the Presider as the Creed is recited. Join in praying the Creed.

- Wait till the Presider introduces the Prayers of the Faithful, then turn toward the assembly and read the Prayers. Pause as indicated for the assembly's response.
- Be certain to include the names of the sick in the petition for the sick and the names of the deceased, including the individual for the designated Mass, in the prayer for the deceased.
- Turn toward the Presider for the conclusion of the Prayers.
- Return to your seat bowing to the altar at the base of the steps.

After Mass

- Place the 3-ring binder onto the ambo shelf.
- Place the Lectionary open to the 1st Reading for the next Mass onto the top of the ambo.
- Return the Gospel Book to the back of the Church for the next Mass. After 11:30 Mass, books can be returned to the sacristy.

Noteworthy Items

- The Children's Liturgy of the Word may be offered at Sunday 10 AM Mass. The Presider will invite children to participate before the Readings of the Word begin.
 - Lector #1 must wait till the children are dismissed and on their way before beginning to read.
- At any weekend Mass, a Baptism may be incorporated into the liturgy. The Baptismal vows replace the normal Creed. Accordingly, once the Baptism is complete and the family is returning to their seats, Lector #2 should approach the sanctuary and proceed to the ambo for the Prayers of the Faithful pausing to bow to the altar (as above).
 - Lector #2 should stand at the ambo, turn toward the Presider, and wait for him to begin the Prayers of the Faithful after the Baptism is complete.

Lector guidelines revised: April 2024