

General Lector Information:

1. Lector Workbooks are distributed, one per mailing address. All Lectors should have one in order to prepare for the Sunday readings and Feast Day readings. If you do not have one, please contact David Friedrichs at 636-387-1500.
2. The daily readings, Sunday readings and feast day readings are available on the internet at www.usccb.org/bible/readings/. A good pronunciation guide is located at <http://netministries.org/bbasics/bbwords.htm>.
3. The parish ministry schedule is published on the parish website, www.stioecot.org, and is emailed to you. Lectors are scheduled by their Mass selection on their Parish Ministry Participation form. Any changes to your scheduling preferences should be directed to David Friedrichs at 636-387-1500.
4. Lectors for all holy days and special feast days are on a volunteer basis or by special assignment. Please refer to the bulletin announcements indicating the need for ministers and use the sign-up notebook in the vesting sacristy for these occasions. If volunteers are not requested, then lectors will be called for special assignment.
5. Your call to be "Minister of the Word" is also a call to responsibility and commitment to the Parish family. **Every Sunday Mass requires two lectors. Please find a substitute if you are unable to fulfill your obligation at the assigned Mass.** You may call anyone on the Lector Substitute List or on the Lector schedule. If you are unable to find a substitute, please call David Friedrichs at 636-387-1500 as soon as possible.
6. Lectors should be prepared to read in the event there is a need at the last moment. It is a small sacrifice but an appropriate one, to be dressed appropriately in the event you would be called on to lector at the last moment.
7. Proper attire includes suit and tie or sport coat and tie, business-like attire, dresses, etc. No jeans or shorts or tennis shoes please. Modesty is the best policy. The focus is on God's Word.
8. To properly use the microphone at the ambo please remember to:
 - Speak clearly and exaggerate diction.
 - Project the sound from your voice as though you are "speaking out". The sound system amplifies only what you present, and with the acoustics and size of the church it is necessary that you do this so that all may hear. **You should be able to hear yourself as you proclaim the reading. If you can't hear yourself, the congregation can't hear you either.**
 - Your voice may be lost if you move your head too far to the right or left as you are proclaiming the Word. You may turn your head slightly to make eye contact with those seated in the right or left areas of the church, just

- don't turn away from the microphone too much.
 - The microphone has been engineered to pick up your voice regardless of your height, so you should not have to adjust it. If you are particularly tall or short, you may adjust it slightly, aiming it toward the middle of your face.
- 9. **KNOW YOUR MATERIAL! Remember, you are proclaiming the Word of God. In order to do the best possible job at your ministry, you must be well prepared. Take the time to practice the reading ahead of time so that you can proclaim it with the proper inflections, pronunciations, emphases, and timing. Our goal is to bring the Scripture to life! If there is more than one selection for your reading, prepare all the selections and ask the presider when you arrive at the vesting sacristy which one you should proclaim.**
- 10. Lay ministers are to perform only one ministry at a given liturgy. If you find you are ever scheduled for two ministries at the same liturgy, please find a substitute for one of your assignments.

Mechanics and procedures:

1. Please arrive in the vesting sacristy at least 15 minutes prior to Mass. Initial your name on the ministry schedule tacked up on the bulletin board. Check to make sure there are two lectors. If the other lector does not show up within a few minutes, prepare to read their reading. Review your reading in the Lectionary. If you are Lector #2, review the general intercessions. The priest will give any last minute instructions.
2. Order of procession - Cross, Candles, Lectors, Deacon, and Priest.
3. If there is a Deacon present, he carries the Book of the Gospels, places it on the altar, then goes behind the altar and waits for the Priest. When no Deacon is present, Lector #1 carries the Book of the Gospels with the front cover facing the congregation and places it on the altar. Lector #2 processes in front of the Book of the Gospels. We never carry in the Lectionary. The Book of Gospels is carried during the procession in, and not during the recessional.
4. Proceed to the edge of the sanctuary, genuflect (if you are not physically able to genuflect, make a bow), and move to your pew. Sit anywhere, preferably close to the ambo.
5. Lector #1 proceeds to the ambo after the opening prayer or after the prayer and dismissal for Children's Liturgy of the Word. After proclaiming the first reading, the lector should turn the page if necessary so that the second reading is ready for Lector #2.
6. Responsorial Psalm will be led by the Psalmist from the ambo. [NOTE: If you are reading at the 7:00am Mass, it is Lector #1's responsibility to lead the responsorial psalm. The procedure is as follows: 1 – After proclaiming the first reading, step back from the ambo and wait for about 8 seconds. 2 – Step back up to the ambo and proclaim the response to the responsorial psalm. Then raise your arms, inviting the congregation to repeat the response with you. 3 – After proclaiming each stanza, raise your arms to signal to the congregation that they are to say the response. 4 – If

necessary, turn the page so that the second reading is ready for Lector #2.]

7. Lector #2 proceeds to the ambo after the Psalm. When the second reading is finished, the lector closes the Lectionary and places it on the shelf under the ambo.
8. Lector #2 will return to the ambo to read the general intercessions at the conclusion of the Profession of Faith. Move after the Amen is said so you are in position when the priest finishes the introductory prayer for the intercessions. The intercessions are in a booklet on the top shelf of the ambo. After reading the intercessions, face the priest for the closing prayer of the intercessions. At the conclusion, place the intercessions booklet back on the shelf, and return to your place.
9. Lectors do not process out at the end of Mass.

If you have any questions, please call David Friedrichs at 636-387-1500.

Tips for Proclaiming the Word:

- ◆ Review and practice the reading prior to Sunday
- ◆ Project your voice
- ◆ Enunciate clearly
- ◆ Pause when appropriate
- ◆ Pace of speech is important; not too slow and not too fast
- ◆ Pause prior to saying "The Word of the Lord"