

St. Francis of Assisi Lector Duties/Procedures
Revised November 2012

We appreciate you sharing your time and talent as a lector. It is truly one of the most important and valuable ministries for our liturgy. Please review the updated lector duties and procedures.

A lector's responsibility is to proclaim the word as effectively as possible; preparation is vital. Prepare for the readings ahead of time by using the Lector Workbook and practicing the proper pace, phrasing, and pronunciation. Varying voice inflection and making occasional eye contact with the congregation will add impact to your delivery. Avoid simply reading the words.

Before mass begins

Arrive for your assigned mass at least 15 minutes early and check in with the mass coordinator. In the vesting sacristy check to make sure the Book of Gospels and a copy of the Prayers of the Faithful are there. If you are lector 2 you should review the prayers for familiarity. Lector 1 insures that the Lectionary is on the Ambo in the sanctuary and is open to the day's readings. A second copy of the Prayers of the Faithful should be in place *under* the Lectionary. Take this opportunity to adjust the microphone to the proper height for you; lector 2 does this prior to the second reading. Be aware that there are two flex joints for adjustment on the microphone, one at the base of the stem and the other at the top. You should only need to use the flex joint at the top. Having the microphone at mouth level but at least 4-5 inches away produces the best sound quality. Speak loudly and clearly into the microphone.

Procession into the Church

The order of the participants in the entrance procession is as follows: Cross Bearer, Candle Bearer, Lector 2, Lector 1, Deacon, and Presiding Priest.

Lector 1 carries the Book of Gospels. If there is a Deacon present, then the Deacon carries the Book of the Gospel. Hold the Book of the Gospels slightly elevated in front of you. As you reach the front of the altar, the lectors move to the left of center with Lector 2 to the left of Lector 1. When the Presiding Priest arrives at the foot of the altar, all bow (except for Lector 1). After the bow Lector 1 carries the Book of Gospels directly across the altar and places it on the Book Stand next to the Ambo and then moves directly to your seat. After Lector 1 enthrones the Book of Gospels the remaining participants proceed to their seats.

During the Mass

Both lectors should sit on the right (north) side of the church as close as possible to the Ambo for ease of access. Immediately after the opening prayer, Lector 1 proceeds to the Ambo for the first reading. If there is children's liturgy, allow Father to make the announcement to dismiss children. Don't begin first reading until all kids have left. When finished, leave the Lectionary open and return to your seat.

After the responsorial song, Lector 2 proceeds to the Ambo, adjusts the microphone to your height, reads the second reading, and then places the Lectionary on the shelf under the Ambo. Leave the Prayers of the Faithful sheet on the Ambo and return to your seat.

The recitation of the Creed leads to the Prayers of the Faithful. At that point the congregation says, "I believe in the Holy Spirit, ..." Lector 2 proceeds directly to the Ambo and positions the sheet of prayers in preparation to read them immediately after the priest delivers the introduction to those Prayers. When finished, take one step back and remain standing there reverently until the priest closes the prayer. Then return to your seat.

The Procession out of the Church

During the closing hymn, when the priest begins to move forward, Lector 1 retrieves the Book of Gospels and both lectors proceed to the left front of the altar and all (except Lector 1) bow when the priest does, and process out. Return the Book of Gospels to the sacristy.

If you want clarification on any of the above information feel free to call me, Brad Olson, at 515-210-1441 or email me at brado@2rm.com. The entire congregation is counting on our lectors. Lector schedules can be found at www.saintfrancischurch.org, under the ministry schedule under the Worship tab. If you are unable to attend your assigned mass, it is your responsibility to find a substitute.

Thank you for volunteering for this valuable ministry.