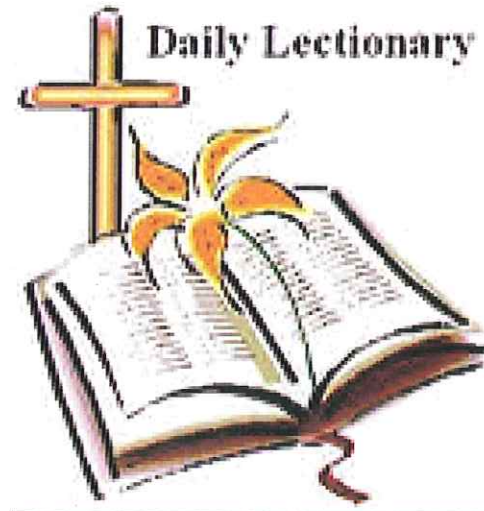


*St. Jude  
Church  
Elyria, Ohio*



*Guidelines for  
Lectors*



# GUIDELINES FOR LECTORS (Rev. 6/2009)

## ST. JUDE CHURCH

Elyria, Ohio

### Introduction:

Through baptism, we live out our lives as being followers of Christ. As lectors we respond to the call of the spirit to use our gifts in service to the church community. In Accepting this position, we are challenged to:

“be examples of Christian living in faith and conduct. YOU must strive to grow in holiness through this sacrament of unity and love. Remember that though many, we are one body because we share the one bread and one cup. (from the Rite of Commissioning Special Ministers of Communion)

### Instructions for Lectors

#### **Arrival and Before Mass:**

- I. Before the Liturgy that you are scheduled to lector:
  - A. Come to the sacristy 20 minutes before Mass.
  - B. Check off your name on the schedule in the sacristy
  - C. Substitutes write in your name.
  - D. Dress Respectfully.(see Dress Code below)
  - E. If the **Processional Gospel Book** is not in the sacristy, get it from the ambo.
  - F. Check for the **Lectionary** on the ambo to be opened to the correct reading.

- G. Check to be certain that the “Mass Announcements” and “*General Intercessions*” are in the binder on the ambo’s shelf. (A second copy remains in the sacristy).
- H. Review the “*General Intercessions*” copy that is in the sacristy, and if you wish, review your proclamation at this time.
- I. One or two minutes before mass begins, the lector will do the prepared announcements at the ambo. Walk up the middle aisle, reverence the altar, step to the ambo and read the announcements. After completing them, leave the ambo and walk up the **MIDDLE AISLE** to the Gathering Area for the procession.

### II. Processional Line Up In The Gathering Area



S=Server, E=Eucharistic Minister  
L=Lector, P= Presider

- A. The Eucharistic Ministers for the liturgy will be behind the servers. (see above)
- B. The Lector will be behind the Eucharistic Ministers in the entrance procession. Carry the **Processional Gospel Book** naturally at chest level in front of you.
- C. The Celebrant will be behind the Lector. (If the Deacon is also assisting in the celebration, he will be behind the Lector and the Celebrant behind the Deacon.) (see following diagram)

**Processional Line-up**

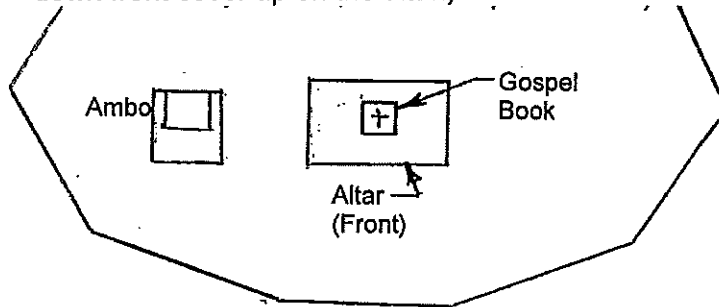
S S  
 E E  
 E E  
 E E  
 E E  
 L E  
 D  
 P

S=Server, E=Eucharistic Minister  
 L=Lector, D= Deacon, P= Presider

- D. If the Deacon is present for the Mass, you will line up same as mentioned above, but the Deacon will process in the **Processional Gospel Book**. (See also III.A-1 below.)

**III. The Procession**

- A. All in the procession will proceed to the front of the church and reverence the altar 2 by 2 and takes their place in the church. However, the lector when reaching the sanctuary area does not bow but proceeds up to the altar, places the **Processional Gospel Book** on the stand on the altar and then takes his/her place in the church. (If there is no stand do not open it in "Vee" form. Lay the book down front cover up on the altar.)



- B. If the Deacon has processed in with the **Processional Gospel Book**, he will place it on the altar. The Lector will reverence the altar the same as the Eucharistic ministers and take his/her place in the chairs by the servers.

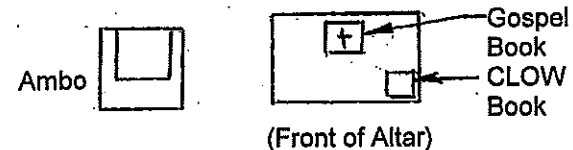
- C. Upon entering into the sanctuary area, go behind the altar and set the book down. Do not reach over the side and place it.
- D. Place the Book about 1/3 of the way up on the altar. This way the priest doesn't bump it with his head as he kisses the altar. Also if it is too far up, the priest will have to stretch for it.
- E. Sit in the chairs by the servers for the Liturgy of the Word.

**IV Processional Line Up with the CLOW Reader**  
(10:30 AM Mass)

S S  
 E E  
 E E  
 E E  
 E E E  
 L C  
 P

S=Server, E=Eucharistic Minister  
 L=Lector, C= Clow Reader, P= Presider

- A. The lector at the 10:30 AM mass will process in side by side with the CLOW reader. There is no bow when you both reach the sanctuary area. Both will immediately go up to the altar. The lector places the book as shown below and the CLOW reader places the book down in front of the altar. Both will take their seats in the church.



- B. When it is time for the readings, first the CLOW approaches the sanctuary steps and receives the book from the presider. The children are then dismissed and follow the CLOW reader out into the chapel.
- C. After the presider returns to his chair, the lector goes up to the ambo and proclaims the readings as described in item 'V'.

#### V. Proclaiming the Readings

- A. After the opening prayer the Lector reverently steps up into the sanctuary area and with hands folded, reverently bows to the altar before stepping up to the ambo.
- B. In proclaiming the reading from the ambo, «Simply say "A **reading from** ... ". It is redundant to say " *Our first reading is a reading from ...*"»
- D. The newly revised Gospel Book now ends with the phrase "**The Word of the Lord.**"
  1. Do Not run these words together right after the reading. Take about three (3) pauses, (pause, pause, pause) before you say it.
  2. Do not rush saying the words like this;  
*"Thewordofthelord."*  
 It is recommended to enunciate the "d" in the phrase "The Word.  
 It in effect puts a natural comma in saying this as:  
**"The Word of the Lord."**
- D. There is a pause between the first reading and the responsorial psalm. You should step down from your place and stand behind the ambo for the singing of the responsorial psalm. Do not step down the steps out of the sanctuary area. Also while standing behind the ambo you do not turn and face the choir/organist. Stay facing the ambo, head bowed.

- E. After the responsorial psalm, step back up to the ambo and proclaim the second reading.
- F. When the second reading is finished close the **Lectionary** and place it on the shelf inside the ambo.
- G. Return to your place the same way you approached. Do not wait for a "signal" from the presiding priest to sit down. He is waiting for you to leave first. Reflect quietly for a few seconds thanking the Holy Spirit in speaking through you to the assembly during the readings.

#### VI. General Intercession prayers

- A. After the homily, the Creed is said. The lector will rise and stand on the floor next to the first step leading into the sanctuary area for the saying of the Creed.
- B. When the Creed is completed, the presider begins the opening prayer to the intentions, which is when the lector should be stepping up to the Ambo. The intentions are read and lastly, **ONLY** after the presider is done with the closing prayer that ends the "Liturgy of the Word", will the lector step down.
- C. Note: If the Processional Gospel Book needs to be put on the shelf, then move it there.
- E. Do the intercession prayers. And respond with the congregation especially if there is a new response phrase.
- F. After the celebrant closes with the prayer The lector will then go and sit with his or her family for the "Liturgy of the Eucharist." The lector does not leave the ambo while the presider is speaking

F. When mass is completed, please return the Processional Gospel Book back to the sacristy. You may also reopen the lectionary on the Ambo for the next mass.

G. ***Special note:*** If the Deacon is serving at mass, he will say the General intercession Prayers. The lector after completing the second reading will leave the sanctuary area and then take his/her place in the assembly.

### **PLEASE NOTE:**

1. Please carry the **Processional Gospel Book** with reverence in the gathering area of the church as you wait for the Mass to begin. (Do not carry the **Gospel Book** under your arm like a school book).
2. **Proclaiming** the Word of God is ***hard work !*** For those of you who prepare well, your work is appreciated. However some do not and it shows. Don't wait for the morning or evening of the mass to review the readings. Please remember that there is no substitute for good preparation before the liturgy. You are not just reading words, you are proclaiming God's Word! Here are some very helpful suggestions;

A. Prepare to proclaim your readings **5-7 days before the Mass**. Use study guides like LTP's "Workbook for Lectors and Gospel Readers." These books given to you. Don't just rely on the Missal. There are many different resources available to help you prepare.

B. Look up correct pronunciation of names, places and words. Do not rely on asking Father just before the Mass begins or try to "wing it" during Mass. Mispronunciation creates a distraction to the assembly and your lack of preparation will truly be evident at the Mass. Please, do your best in our ministry.

C. Read over all three scriptures and the commentaries. As you read the commentaries, refer to the Bible's section just before and after your proclaimed passage. This helps in understanding the text you are to proclaim at Mass. You get more in-tune with the early Christian church's problems, conflicts, challenges and successes.

D. While at home, **READ THE SCRIPTURE PASSAGES OUT LOUD.** Up to now all your preparation has been internal, all mental. You need now to vocalize your studying and make the reading more you. Your proclamation should be given at the right speed or tempo, not too slow and not too fast; it should be given with enough vocal volume to fully take advantage of the microphone system; and finally, through your studying you should have the reading phrased intelligently so that it makes sense and speaks to the assembly. Using a tape recorder will let you hear what the reading sounds like. By preparing the reading to suit your own style and interpretation, you will help the assembly become more fully engaged with the liturgy celebration.

E. Arrive at church early enough to review the reading out of the Gospel Book. This way you will be familiar with the paragraphing and line construction. It may look different from what you have been practicing at home. You don't want any surprises here!

F. Finally, enter fully into the Eucharistic Celebration and give your reading over to the Holy Spirit. Through you the Word of God will be brought forth to the assembly. Then ... let go. You will do fine.

### **Dress Code for Lectors:**

Please keep in mind that our ministry is not only one of service but of example. It is about the reverence and example we must show to and for the Holy Mass. We sometimes forget that our dress and manner is as important as our decorum. We, as ministers of Word, should dress in a manner which reflects respect for the Mass and Eucharist in which we participate and for the sensitivities of the community whom we serve.

For women, conservative dresses, skirt-blouses or dress slacks w/blazer should be considered for Sunday Liturgy. Jeans, shorts, baggy slacks, any other form fitting outfit or plunging necklines might be the current fashion trend but are not respectful attire.

Conservative attire for men should be coat and tie with dress slacks for Sunday liturgy. Jeans, tee-shirts, shorts, open collared shirts, or any other leisure attire is not appropriate.

Think and dress conservatively! Our example sets the tone for those who are coming to meet our Lord through His Word and through the Eucharist.

God Bless!

## **The Ministry of the Lector**

In the beginning, God spoke - and the universe was created! God's word came to Abraham and formed the people of God. God's word came to Moses through the burning bush, and Israelites were liberated from slavery. God's word came to prophets through the ages who spoke in God's name and called the people back to faithfulness.

In the fullness of time, God spoke through Jesus Christ, the Word made flesh, After the death and resurrection of Jesus, the word of God was spread throughout the world, first by the apostles and then by Christian witnesses and missionaries in every age.

Now the word of God is entrusted to us. By baptism we are called to share this word at home, at work, in our neighborhoods and every place we can. Chosen by the Christian community to proclaim this word in the church's worship, the lector strengthens the faith of believers and enables them to spread the word of God more effectively wherever they live, work and play.

The calling to become a lector is an exalted one. St. Jude men and women should always remember the trust the church has placed in them. The word proclaimed by the lector is a powerful word. You are invited to add your voice to this wonderful ministry.

---

**"The Word becomes flesh and dwells  
among us when the  
reader removes it from the printed page  
and enables it to live anew."**

*-FROM THE WORKBOOK FOR LECTORS AND GOSPEL READERS  
and [http://www.rc.net/sanfrancisco/st\\_isabella/lector.html](http://www.rc.net/sanfrancisco/st_isabella/lector.html)*