



Instruction for Lectors at Mass

Two Lectors are scheduled for each Sunday Mass.

Lector schedules are normally listed in three places:

- in the Sunday Bulletin the week before
- on the schedule for lectors and ministers of Holy Communion
- on the parish website: www.gesutoledo.org under "Ministry Schedules"

You will be either scheduled as "Lector 1" or "Lector 2."

Duties of all Lectors:

- You should always be prepared to read both of the scripture readings for Sunday Mass every Sunday (the first –Old Testament; and second reading –New Testament). Even if you are not scheduled, you might be called upon to fill in at the last minute. It is good to read the Sunday scripture readings at least once during the weeks that you are not scheduled and to practice them daily during the week if possible if you are scheduled for the upcoming Sunday.
- Always prepare both readings when you are scheduled regardless of whether you are lector 1 or lector 2. Also prepare any optional readings. (Sometimes there is a long or short version. Sometimes there are two totally different readings listed as options.)
- You should make every attempt to arrive at church 15 minutes before Mass begins. This is so that other lectors know you are at church and do not fill in for you.

Duties specifically of Lector 1

If you are scheduled for Lector 1, this is what you are expected to do.

- Find a seat in church that is close to the front and on the end so you can easily step forward when it is time to proclaim the scripture reading.
- Please come to the priest's sacristy. Check to make sure the Lectionary is open to the correct readings of the day. If there are options for the readings, ask which option you should read.
- Turn on the sound system if it is not already on.
- Check the Book of the Gospels and make sure it is set to the right Gospel of the day.
- Take the Book of the Gospels to the back of the church with you. You will carry it in the Entrance Procession (unless a deacon is at Mass, then the deacon will carry it).

- Hold the Book of the Gospels out and up in the procession. When you arrive at the steps of the sanctuary, DON'T bow. (General rule: if you are carrying something, you don't bow or genuflect.)
- Wait for the priest to bow, then carry the Book of the Gospels to the altar and place it in the clear plastic stand so that the front of the book faces the people. After you have done this, take your place in the pews until it is time for the first reading (usually from the Old Testament) to be read.
- After the Opening (collect) Prayer, everyone is seated. You remain standing and step into the main aisle. Come forward and in the center before you step up into the sanctuary, bow to the altar. Then walk up the steps to the ambo.
- Once you are at the ambo and comfortable, begin the first reading. Make sure the microphone is pointed toward you. You must project your voice. Also make every effort to look up at the Assembly. Making eye contact is effective in proclaiming scripture. Never rush. Take as long as you want, speaking clearly and precisely. You'll make fewer mistakes and people will hear you better.
- After you finish the reading, return to the floor in front of the altar and bow to the altar; then take your seat.
- When the Recessional (Closing) song begins, you will go up to the ambo and place the Book of the Gospels open on the front of the ambo. (The Book of the Gospels is NOT carried out.) If the priest has already done this, then simply take a place at the floor in front of the ambo to line up and bow with the priest. You process out in front of the priest next to lector 2.

Duties Specifically of Lector 2

- Find a seat in church that is close to the front and on the end so you can easily step forward when it is time to proclaim the scripture reading.
- Please come to the priest's sacristy. Check to make sure the Lectionary is open to the correct readings of the day.
- Turn on the sound system if it is not already on.
- Review the prayers of the faithful, especially the names of the sick or dead. If you don't know how to pronounce a name, please ask.
- Place the binder that has the Prayers of the Faithful on one of the shelves of the back side of the ambo so you can access it when it is time to read the Prayers of the Faithful. **Do not carry the binder in the procession.**
- Lector 2 processes next to Lector 1 both in the entrance and recessional processions.
- Lector 2 proclaims the second reading and the Prayers of the Faithful:

- After the psalmist/cantor has lead the singing of the responsorial psalm and returned to her/his place, lector 2 comes into the center aisle, approaches the sanctuary and bows to the altar when arriving at the steps to the sanctuary.
- Approach the ambo. Once you are at the ambo and comfortable, begin the first reading. Make sure the microphone is pointed toward you. You must project your voice. Also make every effort to look up at the Assembly. Making eye contact is effective in proclaiming scripture. Never rush. Take as long as you want, speaking clearly and precisely. You'll make fewer mistakes and people will hear you better.
- After you finish the reading, place the lectionary on a shelf inside the ambo. Return to the floor in front of the altar and bow to the altar; then take your seat.
- After the Profession of Faith (Creed), come into the center aisle again, approach the sanctuary and bow to the altar. Approach the ambo and open the binder with the Prayers of the Faithful. The priest will pray an introduction to the Prayers of the Faithful which is usually printed with the Prayers of the Faithful. After the priest prays an introduction, you read the text of the Prayers of the Faithful. Just read the text that is there and the people will respond.
- After you finish reading the Prayers of the Faithful, step back off the ambo and wait for the priest to pray the concluding prayer. Once the concluding prayer is finished you may return to your seat in the same manner you came forward.
- At the conclusion of Mass approach the sanctuary step when the servers and Lector 1 move to stand at the sanctuary step with the priest. Bow with the priest to the altar and process out in the same order you entered, next to Lector 1.