

Lector Procedures for St Bruno Parish

Prior to Weekend

1. We use an on-line interactive ministry scheduling system called Ministry Scheduler pro (MSP). When you receive the email notification that a NEW schedule has been posted, please review your scheduled dates by logging into your MSP account via the St. Bruno website (www.stbrunoparish.com) and selecting the MY SCHEDULE tab. If you are unable to lector on any of your assigned dates, follow the instructions on MSP to request a sub. If you are unable to find a substitute, please notify the other reader so that person can prepare both readings.
2. The tradition is that the person whose name appears first on the lector assignment for a date is the first lector and takes the first reading and the prayers of the faithful. The person whose name appears second is the second lector and takes the second reading and the announcements at the end of mass.
3. Prepare and Pray with your reading. Always prepare the long version if there is an option.
4. Review the other reading, also. Just in case you need to proclaim both readings.

Prior to Mass

1. Arrive 15 minutes before Mass and check in at the Ministry Room.
2. **PRINT YOUR NAME ON THE WELCOME SHEET.**
3. Review the Prayers of the Faithful. If there is a doubt about a name, ask. (When the Deacon is present, he will proclaim the Prayers of the Faithful.)
4. Be sure to review your reading(s) in the Lectionary before Mass begins and place the binder with the Prayers of the Faithful at the ambo.
5. Report to the Gathering area for prayer before Mass with other ministers in the Alcove.

During Mass

1. PROCESSION – lead by the cross, followed by the book of the Gospel (carried by a lector or Deacon if he is present), Lector(s), Eucharistic Ministers, servers, presider.
2. The Lectors and Eucharistic Ministers file in along the foot of the altar. Servers file in to be next to the presider (and Deacon).
3. When the person carrying the Book of the Gospels reaches the foot of the altar he/she should continue up the stairs and place the book on the front of the altar, about 1' from the edge of the altar, and then return to the foot of the altar.
4. When all have reached the foot of the altar all bow at the lead of the presider and go to your seats.
5. **Proclamation of the Word** – as the congregation sits for the first reading the first lector meets the cantor at the foot of the altar in the center aisle, bows to the altar, and proceeds to the ambo.
6.
 - *Adjust the microphone as needed so the people can hear you proclaim the Word.*
 - *Read only the words that are there – i.e. "A reading from ..." not "the first reading is.." or "my brothers and sisters...". Also "A reading" = "Uh reading"; "The book" = "Thuh book"*
 - *Read confidently, slowly, making sure that your voice is projected into the microphone)*
 - *At the end of the reading, read "The Word of the Lord" slowly and reverently.*
7. After the reading has been proclaimed, the lector walks down the steps, bows and proceeds back to his/her seat.

8. After the psalm is finished and the cantor meets the second reader at the steps and returns to the music area. The second lector proceeds to the ambo and proclaims the second reading.
9. When finished with the second reading, the lector closes the book, and places it directly under the ambo.
10. The lector then proceeds down the steps to the base of the altar, bows, and returns to his/her seat.

11. **Prayers of the Faithful – Read by the deacon when he is present. If there is no deacon, then** when the people stand for the Profession of Faith (the Creed) the first lector comes forward to the foot of the altar, bows, and walks to the ambo ready to read the intercessions which the priest will introduce. (A prayer card with the creed has been placed at the ambo and in the lector's binder so the lector can pray with the congregation.)
 - a. If there is a change in the response for the people it will be noted on the sheet.
 - b. The Mass intention is included in the last intention. Be sure to read the one appropriate for that Mass
 - c. The Lector remains at the ambo until after the priest gathers and concludes the prayer and the people respond "AMEN".
 - d. Leave the folder at the ambo. The Lector then goes to the foot of the altar, bows, and returns to the pew.
12. **Announcements** – After communion when the Eucharistic Ministers are returning to their seats the second lector returns to the altar, sits in the chair near the ambo, and waits to read the announcements. (There will be a sign from the priest when he is ready for the announcements to be read)
 - a. Read the announcement with some energy. They have importance or they would not be read.
 - b. Lector remains near the ambo until the priest moves for the recessional at which time the lector moves to the foot of the altar.
13. **Recessional** – When the priest goes to the foot of the altar the servers and lectors gather as they were at the beginning of the Mass. They all bow and process out in the same order as they processed in

If there is only one lector present

1. After the first reading and a moment of silence, the lector steps back to the chairs, sits and waits for the psalm to be proclaimed.
2. After the cantor has left the ambo, the lector returns to the ambo to proclaim the second reading.
3. When finished with the second reading the procedure is as above for the second lector.
4. The lector will return for the Prayers of the Faithful as above, as well as the announcement at the end of Mass.

As noted in the instructions above, if the Deacon is present, he will carry in the Book of the Gospel and he will read the Prayers of the Faithful

After Mass

1. Please be sure to return the book of the Gospels to the Vestry and place the lectionary back on the ambo open to the appropriate page.