**SACRED HEART LECTOR GUIDELINES – October 2016**

**First and Second Lectors:**

* Arrive 15 minutes early and check the reading in the lectionary on the ambo. Check in with the mass coordinator so that he/she knows you are there.
* Initial the lector schedule posted in the sacristy.
* Both lectors are responsible for putting the collection money into the safe after mass.

**First Lector:**

* Bring the Book of the Gospels into the Commons. During the procession, hold the Book of the Gospels in front of you, slightly elevated but not up high, and follow the altar server.
* When you approach the altar, go to the left side of the altar. The altar server will go to the right and Father will come to the middle and bow. (You bow your head with him.)
* Father will take a slight step back, altar server will continue up the ramp, you will turn to the right and continue up the ramp with the book, Father will follow behind you.
* Place the Book of the Gospels in the clear book stand in the middle of the altar. Continue across the altar, past the ambo and down the side steps to your seat. (Don't go between the candles and the altar). Father will reverence the altar behind you once you have placed the book.
* When placing the book in the stand, hold it at the bottom so it fits completely in the stand (it will be tight). The front of the book should face the people.
* Sit in the main body of the church if possible. After the Opening Prayer approach the ambo from the center aisle. Pause and bow to reverence the altar.

**Dismissal for Children’s Liturgy of the Word (11am Mass)**

* Fr. Paul will dismiss the children after the opening rites. He will call them up to the altar after he prays the Collect (opening prayer). First Lector should wait until the children are going out of the church before approaching the altar for the first reading. Remember to approach from the center aisle, and to reverence the altar with a slight bow as you go to the ambo.
* Adjust the microphone to point at your chin, and slightly to the side. Pause for any people to come in and take their seats, look at the congregation, give them a chance to look back at you (When you begin the reading with, “A reading from...” pronounce “a” to rhyme with “duh.”). Pause before you begin to read.
* Proclaim your reading slowly. Emphasizing the consonants at the beginning of the words makes it easier to understand. Proclaim the Word, rather than dramatize it. Let the Word speak for itself. Pause at the end of the Scripture reading. End the reading by looking at the congregation, and saying “THE WORD OF THE LORD”. (Pronounce “the” to rhyme with “duh.”). Do not make a hand gesture for a response.
* Leave the book ready for the second lector (turn the page if necessary). Then step down and back from the ambo, pause for a moment for silent prayer or reflection, and return to your seat.
* The first lector will also read the announcements after communion. They will be in a blue folder in the sacristy. Make sure you take the folder with you, or place it in the ambo so you can use it, and also be sure to return it to the sacristy when you are done so the next person can find it.

**Second Lector**

* Look over your reading in the Lectionary as well as the Prayer of the Faithful, which will be in the back of the Book of Intercessions on the stand in the Commons. (You should have received the prayers in advance by email.) Take the Book of Intercessions in to church with you.
* Sit in the main body of the church. When the music for the Responsorial Psalm ends, wait briefly, then stand and approach the ambo from the center aisle. Pause and bow to reverence the altar.
* Make sure the microphone is pointing at your chin and slightly to the side. Look at the people, give them time to look at you. (When you begin the reading with, “A reading from...” pronounce “a” to rhyme with “duh.”). Pause before you begin to proclaim the Scripture.
* Proclaim your reading slowly. Emphasizing the consonants at the beginning of the words makes it easier to understand. Proclaim the Word, rather than dramatize it. Let the Word speak for itself. Pause at the end of the Scripture passage. End the reading by looking at the congregation, and saying “THE WORD OF THE LORD”. (Pronounce “the” so that it rhymes with “duh.”). Do not gesture for a response.
* When you have finished your reading, put the Lectionary on the shelf of the ambo, take a step back and wait reflectively for a moment and then return to your seat.
* During the Creed, come to the side of the ambo, bringing the Book of Intercessions. You should be in place at the ambo after the Creed has ended so that the priest can begin the Prayer of the Faithful. The prayers should be prayed with a pausebefore the cue for the people’s response**.** (**NOTE**: If there is a **Baptism**, the Prayer of the Faithful comes right after the homily, so you will need to move quickly to be prepared to read the prayers.) Return to your seat and replace the Book of Intercessions on the stand in the commons after Mass.

**General Reminders:**

* It is your responsibility to find a substitute lector if you cannot be present when you are scheduled.
* Please dress plainly so as not to call attention to yourself. Don’t carry anything else with you when you are carrying the Book—liturgy sheet, purse, umbrella, etc.
* Provide and solicit feedback to other lectors. We can all stand to improve, and we are all in this together.
* **BOTH** lectors are responsible for taking the money from the collection basket, sorting it in the sacristy into piles of checks, envelopes and different denominations of bills, and placing all the money in the bag designated for that mass, and putting the bag in the drop safe. If there is a second collection, that money needs to be sorted and bagged separately.