

LECTOR PROCEDURE AND GUIDELINES (Updated Jan. 2025)

ROLE OF THE LECTOR

The role of the Lector is to present the Word of the Lord (Liturgy of the Word). As Lector, we serve our role with dignity and reverence.

As Lectors, this is often the only time that the Readings are heard by the congregation. It is imperative that they are to be read clearly, paying attention to punctuation.

Fr. prepares his homilies based on the Mass readings, Checking for the correct reading is important, especially during the week, when Fr. Joseph often uses the Saint of the Day.

Ongoing opportunities for training and spiritual enrichment will be provided periodically. All Lectors must complete training to be formally commissioned.

COMMUNICATION:

The best way for us to keep in touch with you as Lectors is through emails, phone calls, text, and the church website. The “**Ministries**” section in the top toolbar of the church website is updated frequently. Not only is the current schedule listed, but there are also Lector Readings/Calendar, Sacristan Procedures, Extraordinary Minister Procedures, Lector Guidelines/Procedures and contact information for Laura Finn.

Let me know ASAP if you are unable to serve for your assignment via text, call, or email. Please do not have someone else let us know right before Mass starts. The sooner we know you are unable to serve, the faster we can get a replacement. If you text or email Laura, please include your name.

SCHEDULES AND FINDING A REPLACEMENT:

Schedules are prepared two months in advance. Every effort is made to accommodate your preferences. In the event that you are unable to serve when you are scheduled, the best way to handle it is to CALL (if its last minute) or text Laura (631-747-3234). I have knowledge of who is or isn't available. This is especially important during Christmas & Easter.

If you do get a replacement on your own, please mark the schedule in the Sacristy and notify Laura so I am aware and can update the website.

Please continue to reassess any limitations that may prevent you from serving as a Lector. Look at your physical limitations, life/work changes, changes in your voice or needing a “break” from serving. I am here to help you!

READING PREPARATION:

Check out the **Daily Lector Readings Calendar** on the church website under “**Ministries**”.

- If there is a Saint reading for that day (**obligatory memorial**), the reading will be at the top of the USCCB.org readings for that day (**right under the date**) or at the bottom of the page after the **Gospel** for the **optional memorial**. You must *CLICK* on these links to access the readings.
- To play it safe, practice all readings. Do your homework. Read over the readings and learn how to pronounce the names. (Google the names for pronunciation, or the website has a Podcast of the readings to practice the pronunciation and pace of reading.)

ARRIVING AT CHURCH

Make sure you are at least 15 minutes early before Mass. Sign-in on the **IPAD** as a Ministry Volunteer with your **NUMBER** as provided. **Initial** the schedule in the Sacristy room to notify us that you are present. If you are not there 15 minutes before Mass, another lector will be asked to read. This is to avoid any last minute chaos due to a missing minister. Once another minister is assigned, there will be no more changes. You will have to miss your turn.

If there is a visiting priest, please check with him for any changes, such as being expected to read announcements or participate in the Prayer of the Faithful.

Check before Mass for the correct readings (ex. Saint Readings). Take the Lectionary to the Pulpit. Take time to read over the welcoming announcement and the Mass intensions. Make sure you can pronounce these names for the Mass.

Sit in the area marked as Lector on the floor level on the St. Joseph side by the podium.

READINGS

Make a profound bow by the steps (both ways) before going up and coming down for both readings. (Hold the railing).

Adjust the microphone for your height before Mass to avoid any unnecessary noise from the mic's arm. The microphone should be close to your mouth (between your nose and your chin; no more than 2 inches away). Place the first reading at the center of the microphone. Move the book, not your head to go to the next reading.

Make sure you speak clearly and project your voice. Read at a moderate pace by presenting a smooth flow and comprehension of the message. (**Do not read too slowly but do not rush the message**).

** VERY IMPORTANT: the reading is not a **presentation**, **eye contact with congregation is not necessary**. This will help your reading to go smoothly. You could also lose your place by looking up and down from the Lectionary. The readings already have commas and periods to give you the appropriate pauses.

Keep reading if there is an incident or disturbance within the congregation. Use your best judgment.

If wearing a mask remove it while reading.

START OF MASS

When Father stands at the **back of the church**, start the welcome announcement.

“Good morning (evening) and welcome to Saint Frances Cabrini Catholic Church. (Other announcements as required, such as silence your cell phone, etc.) The Celebrant for today’s Mass is Father Joseph Gates or ____.

(FYI) Mass Intentions are read by the Lector during the weekday Masses. Fr. reads them on the weekends and Holy Days of Obligation. During the weekend, the entrance hymn is announced by the Lector

PLEASE RISE. (Changed from Please Stand).

Now take your seat

READING DURING MASS

After the **celebrant** has finished greeting the congregation and has sat down, get up, bow and proceed to the ambo (pulpit). Begin the **FIRST READING** followed by the **RESPONSORIAL PSALM** (if not sung by the organist) then the **SECOND READING** when required.

Start your reading by saying “**A reading from**” When finish (**pause** by saying) “**the Word of the Lord**”. During the Responsorial Psalm, raise your right arm at the end of each Psalm. **Repeat the response with the congregation.**

When finished, move the microphone out of the way for Father. Return to your Lector seat location on the floor level.

After the **HOMILY** and **PRAYER OF THE FAITHFUL** by the celebrant, you may proceed to your regular seat after you bow.

DRESS CODE

We are reminded that the accepted dress code is festive and elegant, but subtle so that the clothing will not draw attention to you. We need to project a positive and reverent image.

Collared shirt and slacks are suggested for men. At no time are shorts or jeans acceptable on the altar. Women should wear an appropriate length dress, skirt, or full-length dress pants or pant suit for the altar. A general rule of thumb is nothing above the knee. Also please no spaghetti straps, low neckline, flashy/sparkling tops, or bare midriffs. Bare shoulders must be covered as well.

Be aware of the type of heel worn on the altar due to the level of noise that some shoes make on hard floors and a possible trip hazard.

Be cautious of dangling bracelets, holiday jewelry, hair color/style, fingernail polish color, strong perfumes or lotions, and nose rings (ex: nothing that will be a distraction during Mass).

In the case of COVID or Flu season, you have the **OPTION** of wearing a mask. Do not wear a mask that is a distraction, either in color or with phrases on it. **Please use good discretion in selecting your mask for church.**

Finally, I thank you for all you do and the wonderful way you do it!

If I can be of any help, please do not hesitate to contact me.

God bless you!

Laura

