

PROCEDURES FOR
PROCLAIMERS OF THE WORD
(LECTORS)

CHURCH OF THE HOLY SPIRIT
TEMPE, ARIZONA

September 2015

All Ministry volunteers must attend the
Safe Environment Training

PROCEDURES FOR PROCLAIMERS OF THE WORD

- 1. Arrive 15 minutes before Mass is scheduled to begin. Sign in and obtain the Book of the Gospels. Verify that it is flagged properly for Mass and that your partner has arrived.**
- 2. Make sure the Lectionary on the podium is flagged to the proper page and that the plastic support for the Book of Gospels is on the Altar. Lector 1 should adjust the microphone to his or her height. Once you have completed preparations for your ministry, gather in the Narthex to avoid chaos and confusion in the Sacristy.**
- 3. Form a procession: Cross-bearer first, Lector 1 carrying the Book of the Gospels and, lastly, the priest. The Lector should carry the Book of the Gospels in an elevated manner so that the bottom of the Book is at eye level to the carrier. When there is no Cross-bearer, the Book of the Gospels leads the procession.**
- 4. After the opening prayer, Lector 1 goes to the podium to proclaim the First Reading. A sign of reverence (a bow) is given before you enter and when you leave the Sanctuary. Wait until the congregation has settled in and you have their attention before beginning to read. When the reading is completed; hesitate a few seconds, then say “The Word of the Lord.” Read the Responsorial Psalm and lead the congregation in their response. After a few moments of silence, bow in reverence and return to your seat.**
- 5. Lector 2 will then go the podium for the Second Reading. Bow and then enter the Sanctuary. On completion, place the Lectionary on the underneath shelf. In the absence of a Deacon, the second Lector reads the Petitions of the General**

Intercession following the Creed. Please proceed to the Sanctuary as the Creed ends.

- 6. After Mass and the concluding hymn has been sung; Lector 1 will retrieve the Book of the Gospels and return it to the Sacristy.**

PROCEDURES FOR “PRAYERS OF THE FAITHFUL”

- 1. Lector 2 reads the “Prayers of the Faithful.” Having signed in, review “prayers” posted on the Sacristy counter. Pay particular attention to names of the sick or recently deceased parishioners. It is embarrassing to stumble over a name and hurtful to individuals and families involved. If you are not sure of the pronunciation of a name, ask the priest. Also, know which intention goes with that particular Mass.**
- 2. Check the podium. Verify that the “prayers” folder is in place on the shelf. You may leave it there and reach for it when needed or take it with you to your pew.**
- 3. “Prayers of the Faithful” are read following the homily and Profession of Faith (Nicene Creed). Approach the podium when the Creed is completed. Bow in reverence and enter the Sanctuary. Read the intercessions, with parishioners usually responding “Lord hear our prayer.”**
- 4. After the prayers are read, stay in place until the priest reads the concluding prayer. Place the folder on the shelf and return to your seat.**
- 5. If a deacon is assisting at Mass he will read the “Prayers of the Faithful”.**
- 6. IF YOU HAVE A QUESTION, PLEASE ASK!**