



# *Holy Spirit Parish*

## Liturgical Ministry Guidelines

### Lectors

Updated December 2013

Please arrive 15 minutes early. Highlight your name on the liturgical minister sign-in sheet in the Narthex.

#### Lector responsibilities:

- A lector's first responsibility is to spend time with the readings in prayer and to spend time in practice before arriving at church.
- Lector responsibilities include carrying the Book of the Gospels in the entrance procession to the altar and proclaiming the Word. (If Deacon Joe is present, he will carry the book. You will not be in the procession.)
- The lectionary, which contains the first and second readings, will already be on the ambo.
- In procession, hold the book up high as you process around the church to the altar.
- After Father has bowed, (The lector does not bow after processing to the altar; you are already reverencing the Word by holding it up high.), place the Book of the Gospels on the altar near the center of the altar. If Deacon Dick is present, make sure the book is near the edge so he can easily reach it.
- Before getting up to go to the ambo for the readings, wait for Father to dismiss the children for Liturgy of the Word, if it is happening at your liturgy.
- We have a large and tall worship area and it helps the assembly hear the Word when it is spoken distinctly and with volume. Let your voice come from your lungs, not just your mouth. Adjust the microphone before Mass so that it is set for your height. Practice with it to be sure.
- After the first reading, pause briefly at the ambo before sitting down while the responsorial psalm is sung.
- After each reading the lector proclaims, "The Word of the Lord". This is not to be heard as a type of 'add-on' to the reading, but a proclamation. Pause, look out into the assembly and say "The Word of the Lord."
- After the second reading, pause a moment, take the lectionary and hand it to the server
- The lector reads the Prayers of Intercession if there is no deacon present. Once you are at the ambo, the server will hand you the book with the prayers of intercession. The book can be found on the small table next to Father's chair. Please take a moment to review them before Mass. When reading from the Book of Intercessions, announce the main category and pause while the assembly adds their own prayers silently, then proceed reading the rest of the intention, invoking the assembly's response ("... we pray to the Lord.").
- After reading the intercessions, **remain at the Ambo** while Father closes the intercessions with a prayer. Then return to your place.
- The Book of the Gospels is not processed out at the end of Mass.

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PAGE 2

## General Guidelines:

- Pick up one of the crosses for lectors. Wear this during the entire Mass.
- Remember that you are proclaiming the Word, not simply reading it. Let your voice help convey the meaning of the readings by varying your inflection, rhythm and emphasis. Look up at the assembly at intervals. For lectors, this will be easier to do if you are familiar with the readings, having practiced them before arriving at Church.
- The readings will be mailed to you early in the week. If you have not received the readings by Thursday, call Mary Margaret. If you are getting a substitute, pass on your copy of the readings to your substitute.
- Before mass begins, lectors should check to make sure the lectionary on the ambo is open to the correct reading.
- There is no need to sit near the ambo. The lector should be seen as a member of the assembly, so sit where you would normally sit. When approaching the ambo from your seat, approach from the front, walking through the sanctuary, rather than walking around the back of the chairs.

Websites to help in your reflection of the Word:

- <http://onlineministries.creighton.edu/CollaborativeMinistry/online.html>
- <http://liturgy.slu.edu/>
- [http://www.americamagazine.org/blog/blog.cfm?blog\\_id=1](http://www.americamagazine.org/blog/blog.cfm?blog_id=1)
- <http://www.usccb.org/nab/> (where you can always find a copy of the readings)
- <http://netministries.org/bbasics/bbwords.htm>

*If you are unavailable for your scheduled week, please request a sub through the  
**ONLINE WEB TERMINAL.***

*Contact [Lisa Jessen](#) or [Mary Margaret Yaeger](#) in the church office with any questions.*

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