

Guidelines for Lectors **Updated August 8th, 2017**

Compliance: Level Two (Low Risk)

Scheduling:

- Lectors will be scheduled using Ministry Scheduling Pro (MSP). You can access the schedule by going to stmarkov.org. Click on the “Stewardship” panel, then click on MSP. You may also bookmark this link: <http://www.rotundasoftware.com/ministry/>. If you are able, please check in with the Mass Coordinator to see if last minute volunteers are needed.

Primary Responsibility:

- The Lector’s primary responsibility is to proclaim with conviction the first and second scripture readings assigned for the liturgy along with the prayer of the faithful.

Procedures:

- Arrive at least 15 minutes before mass and check in with the mass coordinator.
- First reader review the reading in the lectionary/Prayers of the Faithful.
- Second reader, read the announcements from the lectern beginning 3 minutes prior to the starting time for the Mass. When making the weekly announcements, lectors are to read solely the printed announcements as found in the lectern book.
- Sit on the Divine Mercy transept side in the left end seats of the first 2-4 pews in the farthest left aisle in the transept on the north (Divine Mercy mosaic) side of the church or in the end seats of the first 2-4 pews on either side of the center aisle in that same north side transept.

Procedures During Mass

First Reader:

- Move to the ambo after the Collect/Children’s Dismissal
- Bow at the bottom of the steps toward the tabernacle before entering the sanctuary
- Walk up the steps reverently
- Check the reading in the lectionary
- Adjust the microphone
- Examine the congregation to gain eye contact
- Begin to read
- Pause – “The Word of the Lord” – “Thanks be to God”
- Flip the page or move the ribbon if necessary
- If there is a Psalmist, go to the bottom of the steps and bow with the psalmist. If the Psalmist is playing the piano, go to the bottom of the steps, bow, and return to your seat reverently

- If there is no psalmist, read the psalm. At its conclusion, go to the bottom of the steps and bow with the second reader
- Return to your seat reverently
- When the creed begins, move through the chapel to the lectern for the Prayers of the Faithful

Second Reader:

- Move to the ambo after the Psalm is said/sung
- Bow at the bottom of the steps with the First Reader or Psalmist before entering the sanctuary; if the Psalmist is playing the piano, at the conclusion of the psalm, go to the bottom of the steps, bow toward the tabernacle before entering the sanctuary
- Walk up the steps reverently
- Check the reading in the lectionary
- Adjust the microphone
- Examine the congregation to gain eye contact
- Begin to read
- Pause – “The Word of the Lord” – “Thanks be to God”
- If Fr. John/Callistus is celebrating mass with no deacon, move the ribbon or flip the page for the Gospel reading---If there is a deacon present or a different celebrant, close the lectionary and move it to the shelf
- Go to the bottom of the steps, bow toward the tabernacle
- Return to your seat reverently.