

SUNDAY LECTOR NOTES/PROCEDURES

ST. HEDWIG LECTORS

To be a part of the Ministry of Lector at St. Hedwig Church, you need to be a registered parishioner and a Catholic in good standing. You must participate fully and faithfully in Sunday Mass. This Ministry requires a clear speaker, one who loves Scripture and would enjoy sharing it.

St. Hedwig Lectors are an important part of the Liturgy. We use an internet scheduling software called the Ministry Scheduler Pro (MSP) <https://secure.rotundasoftware.com/l/web-terminal/login/sainthedwig> to schedule and email all liturgical ministries.

Lectors will read about once a month at a Sunday (or Saturday vigil) Mass. You will be assigned Sundays according to your “Mass Preferences” and you may block off days that you know that you are unable to read using the “Can’t Serve” function. Please be open to rotating Masses so that the congregation has different readers.

If you cannot read on a particular Sunday or at a particular Mass, use MSP to trade Masses or to get a substitute. We ask that you trade with another lector or substitute for someone later in the scheduling cycle, rather than just get a sub. We are only reading about once a month, so a miss can make it a very long time between serving.

Call or email the other scheduled lector to let him/her know that there is a change. Only one lector is required, but you are responsible to make sure that there is a lector at the Mass for which you are assigned. Please email or call me if you cannot make the change to the Master Schedule on the internet yourself. We keep track of everyone who is reading at each Mass. This enables us to contact the Lectors at the last minute for reading changes and to send any special instructions that are needed for that weekend.

There is a dress code for Lectors. Please show respect for the Liturgy and those celebrating it with you. “Dress up” a little for Sunday Mass and fancier for church feast days such as Christmas and Easter.

Women, please wear dresses or skirts that go to your knee or lower; nice pants, blouses or a pant suit are fine; watch the height of your heels so that you don’t trip.

Men, please wear long pants and a collared shirt – tie or jacket are optional.

Your ministry is to proclaim the Word so don’t dress in anything that will detract from the Reading. Extreme or high fashions and revealing or unkempt outfits are not acceptable. No jeans, shorts, t-shirts, tennis shoes, or flip flops please.

The Sunday readings are in your Lector Workbook (given out yearly) and in Today’s Missal. When the new missals are put out in the church, a stack is also put on the Lector desk, please take one home. The text and an audio recording are also on the MSP website. Under My Schedule, click the Sunday assignment for which you are preparing. It will bring you to the Mass and the readings are located to the right: USCCB Daily Readings. Check the pronunciations with the book or on the Bishops website:

www.usccb.org/bible/readings

SUNDAY LECTOR NOTES/PROCEDURES

Before: you come to church, prepare your reading (doing this aloud at least once is a good practice) and pray and reflect on it. Read through the other reading, the responsorial psalm, and the Gospel, so that you can see how the reading you are proclaiming fits in with the other readings and the theme of the day.

Here are a few things that good lectors do:

- Speak clearly and slowly (slower than you talk but still at a natural pace)
- Project your voice by speaking loudly and directly into the microphone
- Use emphasis and phrasing to convey the meaning of the text
- Look up at the congregation as you announce the reading and as you close it
- Look up to connect with the congregation when you can

The Lectors do the Petitions at Sunday Masses. These are usually sent to you weekly via email. Please study the names, ask those who are around if you don't know how to say a name. Sometimes they are written phonetically on the list. Try please, because everyone likes their name pronounced properly.

Please arrive at the sacristy 15 minutes before Mass time. Let the Sacristan, Priest or Deacon know you are there. Sign in the Lector Ministry notebook located on the Lector desk. Usually, there are 2 lectors. Check in to make sure that your lector partner has arrived.

Lector 1 will process in with the Book of Gospels and do the 1st Reading.

Lector 2 will do the 2nd Reading and the Intentions.

The lectors of the day may decide to do this differently. If there is not a second lector, you will need to do all the lector duties. If a Deacon is assisting the Priest, he brings in the book of Gospels and reads the Petitions.

Go over your reading to familiarize yourself with the way it is printed in the Lectionary.

Place it on the Ambo and make sure that the Petitions notebook is on the Ambo shelf.

(The set up notes are also in the Lector Ministry notebook.)

Procession: You process behind the altar servers and in front of the Priest. Carry the Book with the front side out. Wait until the servers are about half way up the aisle before you start. Hold the book in front of you at whatever height feels comfortable.

When you reach the front, proceed up the stairs, around to the back of the altar and put the Gospel Book down on the back of the altar turned front side up. Place it about a foot in from the edge of the altar. The priest comes around and kisses the altar. He wants to do that without moving the Book.

Leave the Sanctuary, turn and reverence the altar (make a slight bow towards the altar) and go to your seat.

First Reading: At the 8:00 and the 10:00 Mass, wait for the priest to call for the Children's Liturgy, and when they are all in the side aisle going towards the door, go up for the first reading. At other Masses, wait until the altar server is returning to his/her seat, then proceed to the steps, reverence the altar, and go up to read.

SUNDAY LECTOR NOTES/PROCEDURES

When you are finished with your reading, pause before you say, 'The Word of the Lord.' This phrase is not a part of the reading and shouldn't sound like it is. After the congregation answers, 'Thanks be to God,' then turn the page to the proper place, go down the steps, turn and reverence the altar, and return to your pew.

Second Reading: After the Responsorial Psalm, when the Cantor is returning to his/her pew, get up and proceed in the same way as was done for the First Reading. After reading and the response from the people, close the book and put it on the shelf underneath (do not place the Petitions notebook on the Ambo at this time), go down the steps, turn and reverence the altar, and return to your seat.

Petitions: towards the end of the Creed ('I believe in one, holy, catholic and apostolic Church') go back up to the Ambo as you do for the readings. Get the notebook from the shelf ready right away, so that immediately after the priest says the introductory prayer, you are ready to read the petitions as written. When your part is done, wait until the priest says the ending prayer, then close the book and put it on the shelf underneath, go down the steps, turn and reverence the altar, and return to your seat.

If the Stewardship Prayer is recited directly after the Petitions, just step back, say the prayer quietly (located on the back of the Petitions) and then return to your seat.

After Mass: when the singing is completed, take the Lectionary and the Book of Gospels to the Sacristy. Place them on the Lector desk.

The Petitions notebook goes out to the Ambo on Saturday evening (the 5:30pm Saturday lector needs to put the notebook out on the Ambo shelf) and stays there until Sunday evening (if you are the 5:30pm Sunday lector, please place the Petitions notebook on the Lector desk with the other books).

Revised March 2015
Monica Wissuchek
Lector Coordinator
562-676-7317

WEEKDAY LECTORS

On weekdays there are two Lectors assigned to each day of the week, alternating with one another. There are 4 on Monday. There is also one substitute. They work out their schedules with one another. This is to be noted on the calendar on the bulletin board beside the Lector table in the Sacristy.

If there is a funeral scheduled at the 8:30am Mass, the Bereavement Committee is to inform the Coordinator or reader that they are not needed. If the family wishes us to provide a reader, the daily reader will do that for them and should be given the readings to study by the Committee ahead of time.

On a feast day where music is provided, the musician should let the Lector know they are in attendance. The Lector then knows not read the Responsorial Psalm.

The Lectionary is not to be carried in procession. That is for the Book of the Gospels only. Prior to Mass place the Lectionary on the Ambo, along with the Petition binder and be seated. The Lector will not be in the procession unless the Book of Gospels is used (and there is no Deacon assisting). We will now be doing the Petitions at daily Mass unless there is a Deacon present. After the homily, return to the Ambo, read the Petitions after the priest has said the beginning prayer, he also has a finishing prayer. Do not pause after he says that opening, begin immediately. Wait until he is done before returning to your pew. Return the Lectionary to the Sacristy after Mass is over. The book of petitions may be left on the Ambo shelf.

Revised May 2014
Virginia Fitzsimons
Daily Coordinator