

## **Incarnate Word Lector Guidelines (modified October, 2004)**

### **Nine Changes made June, 2003**

1. The Lectionary is never carried in procession. It is left on the lectern and opened to the correct reading before Mass begins.
2. The Book of the Gospels will be carried in by a deacon, if present, or Lector I and placed on the altar, on the left hand side.
3. The normal order is cross- and candle-bearers, Book of the Gospels and priest. Lectors will not process in unless carrying the Book of the Gospels.
4. **After the second reading, the lector should close the Lectionary** and place it on the lower shelf so the top of the lectern is empty.
5. When present, a deacon will lead the General Intercessions (petitions). Otherwise Lector II will lead the petitions.
6. The Book of the Gospels is **never carried out** in the recessional.
7. After Mass, Lector I should return the Book of the Gospels to the Sacristy, ready for the next Mass.
8. After Mass, Lector II should return the binder with the petitions to the Sacristy, ready for the next Mass. (Or it will probably be at the lectern or by the deacon's chair.)
9. Because the Lectionary is always on the lectern, lectors will have to use the Lector Workbook or the loose leaf Lectionary to go over the readings in the Sacristy

### **General Information**

Lectors will be sharing workbooks this year. The week before you lector, please borrow a workbook from the stockpile in the Sacristy and then return it on the day you lector. There is a link <http://www.usccb.org> to the USCCB site and then select "Daily readings". This has, a month advance, the lectionary text, but not the workbook comments or pronunciations. One week in advance, the readings are listed in the bulletin. The introduction is very good and should be read each year. The Lector Workbook could be used every week, but at least the week that you are assigned. Lector Q/A information is available at Lector Ministry at [www.incarnate-word.org](http://www.incarnate-word.org). Lector assignments should be out about 2 weeks before each quarter or the end of the previous schedule. Call the lector coordinator if you wish to switch your preferred Mass times, otherwise you are responsible for getting a replacement lector when you cannot make the assigned Mass. Start preparing the week before your assignment. Use the Lector Workbook to prepare for both readings. The pronunciation key is on a page in the xi to xv region each year. While practicing remember to: "Proclaim the Word of God as if someone is hearing it for the first time and someone is hearing it for the last time."

### **Before Mass**

Dress appropriately for women and a suit or sports coat and tie is recommended for men. Arrive prepared and about 10-15 minutes early. **Be prepared to be the only lector until your partner** (or a willing volunteer?) shows up and confirms 1st and 2nd lector assignments. Make sure the red Lectionary is on the lectern and is marked, opened and ready for the Mass readings. Locate both the Book of the Gospels and the petition folder if not on the back counter or the Sacristy. If a deacon is not present, Lector II should look over the petitions. Practice the difficult names in

petitions. Use a lector workbook to go over the readings in the Sacristy. If a deacon is not present, Lector I should be prepared to process in with the Book of the Gospels (But remember, do not process out with it.) If not already filled in, at 5 minutes before Mass, ask a Hospitality Minister for the names of the people bringing the gifts to the altar and they will find a volunteer. Place the petition folder beneath the top of the lectern before Mass or take petition folder to pew with you.

### **Announcement before Mass (for 7:15 AM only Lectors)**

Good Morning. (Wait for a response.)

Welcome to Incarnate Word Parish.

We especially want to welcome anyone who is visiting or is here for the first time.

If you have cell phone or pager, we ask that you turn it off at this time.

Please join in the Entrance Antiphon found on page \_\_\_\_\_. (Wait for a short period and start.)

### **Entrance Procession**

At the 7:15 AM Mass only, Lector II, at the lectern, welcomes the congregation and any visitors. Lector II then invites the congregation to join in the entrance antiphon and starts it. Before the Entrance Procession, Lector I stands near the last row of pews so as to not block the aisle. If there is no cross in the procession, the lector with Book of the Gospels goes first, followed by the candles. With censer and cross, the order is: censer bearer, cross bearer with candle bearers, Book of the Gospels, other deacons or concelebrating priests, celebrant. When the singing starts, walk at a respectful pace. Hold Book of the Gospels out in front and elevated to a level you can just see over the top of it. Pause in front of the altar and bow (head bow is appropriate). Immediately walk to the altar and place the Book of the Gospels on top of the altar on the left hand side.

### **Proclaiming God's Word**

Wait till the end of the opening prayer and proceed to the lectern. If you are far away, advance to the first pew during the prayer. To avoid popping P's, adjust microphone to a position below your chin, or anywhere not directly in front of your mouth. The opening and closing are a ritual and should be used as written, do not embellish. Eye contact and a strong voice are most important. One workbook had, "You must look at the assembly when you announce the opening and closing." Proclaiming God's Word involves an active sharing of faith.

The opening is "**A reading from...**"

Pause.

Start and end each sentence with a strong voice..

Pause.

The closing is **"The Word of the Lord."**

Do not raise the Lectionary to emphasize the spoken Word. Turn page to next reading. Wait 3-4 seconds and return to seat.

7:15 AM Mass Only, Lector I stays at the lectern for the Responsorial Psalm. The opening is to start with the repeated line of the Psalm. (Do not to embellish with "The Responsorial psalm is ..." or "... on page is .." The assembly knows what is next.)

For the second reading, wait till the end of the Responsorial Psalm and proceed to the lectern for the Second Reading. Proceed as with the First Reading. **After the second reading, the lector should close the Lectionary and place it on the lower shelf so that the top of the lectern is empty.**

### **General Intercessions**

If a deacon is not present, Lector II will move to the Lectern during the end of the Creed, so that you are standing and ready at the lectern before Father starts the opening of the petitions. (This is not like the readings where you wait to walk up.) After the petitions, wait until the priest concludes the prayer. Close the Book of the Gospels and leave it on top of lectern.

### **Recessional**

Since the Book of the Gospels is not carried in the recessional, the Lectors do not process out of church. The Lectionary and petition folder should be returned to the sacristy on the end counter.

### **Appendix A. from "Oral Reading of Scripture" a course from Paul VI Institute of Pastoral Studies.**

1. Say a little pray for guidance.
2. Read the selection silently.
3. Look away from the text and tell your self what it said.
4. Mark any works you feel uncomfortable with. Look them up in the dictionary or pronunciation guide – note their meanings – say them aloud several times.
5. Identify the selection as a story, history, poem, proverb, letter, etc.
6. Read it silently again. Try understanding the meaning and the author's attitude.
7. Pay attention to the punctuation and groups of words that belong together in sense, even if they are not right together on the page.
8. Say the meaning of the selection aloud.
9. Find particular words that signal the author's attitude and feeling.
10. Find particular words that summon up sense images, for the hearers to see, or hear, or smell, or feel.
11. Identify different speakers and characters in the reading.
12. If you have time, check you bible footnotes and find out about the author and background of the reading.

13. If time permits, read what went before in the Scripture and what comes after, to put your section into context.
14. Try the selection on your mouth: read it aloud.
15. Find someone to read it to and ask for their comments.
16. Re-read often for practice and richer understanding – ALOUD!
17. At time of presentation, breathe deeply to relax. Work facial muscles to relieve tensions.
18. Stand up straight, relax, get a deep breath, look at the people, enunciate clearly.
19. Trust the Lord and let them hear His Word!