

ST. ANDREW READER/LECTOR INFORMATION SHEET

READER

The Reader will hold the Reader binder before Mass begins. A few minutes before the beginning of Mass, the Reader will stand near the organ and will wait for the Presider's signal.

At the Presider's signal, the Reader will place the Reader binder on the Ambo, read the introduction to the Mass, and then be seated, **taking the binder to his/her seat.**

After the Homily and Creed, the Reader will move forward to the Ambo to read the Intercessory Prayers. If Creed is omitted, listen for the Presider to give the opening for the Intercessory Prayers and then move forward. After this reading, **turn toward the Presider as he prays the Concluding Prayer.** Then the Reader will return to his/her seat, with the binder.

LECTOR 1

Before the beginning of Mass, Lector 1 will make sure that the ribbon in the Lectionary is placed at the correct page for the first reading and that the Lectionary book is placed, open, on the top of the Ambo. After the Opening Prayer is completed, Lector 1 will move forward and read the First Reading. Pause for a few seconds before saying "The Word of the Lord." Then Lector will return to his/her seat so that the Cantor may use the Ambo for the Responsorial Psalm.

LECTOR 2

After the Responsorial Psalm is completed, the Lector will move forward and read the Second Reading. Pause for a few seconds before reading "The Word of the Lord." Then place the Lectionary on the lower shelf of the small table near the tabernacle and return to his/her seat.

THE GOSPEL BOOK

If the Deacon is present, he will carry the Gospel Book in at the beginning of Mass. If the Deacon is not present, Lector 2 will carry the Gospel Book in. Whether or not the Deacon is present, both Lectors will process in at the beginning of Mass and out at the end of Mass. When the Gospel Book is carried in, it is held high. The Lector does not pause as the Presider bows, but goes directly to the altar and places the Gospel Book

on the altar. The Gospel Book is **not** to be carried out at the end of Mass; it will remain on the altar.

ARRIVAL

Please arrive at Church no later than 15 minutes before the beginning of your assigned Mass. This will give you the time you need to make proper preparations and be in place before Mass begins. Also, **be sure to sign the weekly sign-in sheet in the Lector Binder, which will be located in the sacristy behind the altar** and check in with your fellow Lector, the Reader, and the Presider. Check with the organist to make sure that Cantor's name is correct. Also, be sure that the Gospel Book is ready to be carried down.

ATTENDANCE

If you cannot be at Mass as scheduled, **PLEASE** arrange for a substitute or exchange with someone. **As in the past, three unexcused absences without a substitute will result in removal from the Reader/Lector Ministry.**

PROPER DRESS

All Readers and Lectors must be dressed in attire respectful to our ministry. Women should wear appropriate dresses or suits, and men should wear suits or sport coats—with ties.

THE MICROPHONE

Adjust the microphone to your height, being careful not to hit it when you are opening or closing the Lectionary. Speak directly into the microphone head for best results.

LECTIONARY

Do not move the ribbons in the book after you finish your reading.

PROJECTION

Study your Scripture passage at home for the meaning. Then practice reading it **ALoud** several times. This will help you with delivering the message **meaningfully** and with **proper projection and inflection**.