

ST. CECILIA CHURCH PROCEDURES FOR LECTORS
Coordinator: Michael Case, 614-361-5433, mcase1959@gmail.com
Assistant Coordinator: Michelle Vent, 614-804-6558, mmmvent1@sbcglobal.net

1. Workbook: All lectors will be given a copy of “Workbook for Lectors and Gospel Readers”. Studying and knowing your reading cannot be stressed enough!
2. Arrival: Twenty minutes before Mass is suggested. This will allow you enough time to sign into the MSP kiosk, review the readings at the ambo and that you are familiar with the General Intercessions. If you note any errors in the General Intercessions, please correct them prior to the Mass.
3. Location of the Microphone On and Off Switch: There are two switches; one in the hospitality minister’s room behind the door and the other in the work sacristy. When the light is on, the microphone is on. It is **your** responsibility to ensure the microphone is turned on.
4. Assigned Seating: Lectors are assigned the front pew on the ambo side of the Church. Identifying placards are in this pew. Family members are encouraged to join you in the same pew. Lectors should remain in the lector’s pew until finished with all readings. If you choose to join family or friends in another pew, please have them sit within two pews either immediately behind or across from the lector’s pew.
5. Procession: Lectors process to the Altar, side by side with the second reader on the left, directly behind the Altar Servers maintaining a five-foot distance behind them. Lectors bow at the foot of the Altar and then proceed to their pew.
6. First Reader: After the Celebrant and Altar Server are both seated, approach and bow towards the Altar, then proceed to the ambo walking on the left side (not between the ambo and Altar). Wait until the congregation is quiet prior to beginning the reading. Announce the reading while looking at the congregation. At the end of the reading, pause before announcing “The Word of the Lord”. After completing the reading, step back one step, bow your head and pause for 10 seconds to allow the congregation to meditate on the reading. Turn the page to the next reading (if needed) and then descend where you and the Cantor will both bow towards the Altar. You can then return to the pew.
7. Second Reader: When the Cantor is finished with the responsorial, arise and arrive at the base of the ambo and bow to the Altar at the same time as the Cantor. Announce the reading while looking at the congregation. At the end of the reading, pause before announcing “The Word of the Lord”. After completing the reading, step back one step, bow your head and pause for 10 seconds to allow the congregation to meditate on the reading. After pausing, close the Lectionary and place it on the shelf under the ambo unless the Gospel book is not on the Altar. If the Gospel book is not on the Altar, then leave the Lectionary open on the ambo. Recess to the right of the ambo, bow at the foot of the Altar towards the Altar and return to the pew.

If the Deacon is not present, the second reader reads the General Intercessions. Proceed to the ambo during the Creed when you hear the word “Church” (I believe in one Holy Catholic and Apostolic **Church**). Remove the General Intercessions from the shelf under the ambo and wait for the Celebrant to give an introductory prayer. Take your time and read reverently. After reading the final intercession, remain facing the congregation until the Celebrant offers the closing prayer. After the closing prayer, place the General Intercessions under the ambo. Recess on the right side of the ambo, bow at the foot of the Altar towards the Altar and return to your assigned pew.

8. Recession: Lectors do not recess.
9. Assignments and Sub Requests: All lectors are assigned on a weekly basis (unless prior arrangements are made) to the Mass(es) at which they prefer. You may update your profile in MSP to assure your preferred Mass(es) are designated. If you are assigned and need to get a sub, please do so as soon as possible so that a sub may have the opportunity to review and practice the reading.