

## IMMACULATE HEART OF MARY LECTOR GUIDELINES

### PREPARATION

The book, WORKBOOK FOR LECTORS AND GOSPEL READERS is provided for your use and is kept in the cabinet at the south end of the vestibule. You may take one home the week you are scheduled to read, but **please return it promptly** so they will be available for those who read the following Sunday. Take sufficient time to prepare the readings well in advance. IHM uses the "RNAB" Revised New American Bible translation for the readings. Familiarize yourself with the text and check out any doubtful pronunciations.

Readings may be found online at <http://www.usccb.org/nab>  
An online pronunciation guide at <http://www.akd.com> will also be helpful.

### GENERAL REMARKS

- It is important that you arrive at least fifteen minutes prior to Mass and check in with the Sacristan. This puts Father at ease, and allows for any last minute preparation or changes. Father will advise you if there is anything exceptional or unusual that you should know.
- Readers should reserve seats for themselves & their family on the **LEFT** side, and in one of the first 10 rows. Be aware of Baptisms which claim the first 3 rows.
- Both readers should meet at the ambo no later than 10 minutes before the start of Mass. This allows other readers who are in attendance to see that a sub may be necessary and come forward to offer.
- Review the Introduction and the Prayer of the Faithful. These are found at the ambo. **Father Bob has asked that if you are stumped on pronunciations, either in the readings or of the names of people in the Prayers of the Faithful, to please ask him or Kim.**
- Please check your microphone height before Mass. Speak clearly and distinctly into the microphone. You must project your voice without shouting.

- At the 9:30 Mass, before the first reading, be alert to the fact that the children may be invited to leave church for their Liturgy of the Word. Start the first reading after the children have cleared the back of the church and the church is quiet.
- If you are unable to read at your scheduled time, it is your responsibility to find a replacement and let them know your lector # designation. If you make a trade in advance please let Julie Huffman and Jeff Huffman know so that the online schedule can be updated.
- Ladies, please don't wear sleeveless tops/dresses on the altar. Cover up with a sweater or jacket.

## ORDER

INTRODUCTION: Lector #1 will stand by the ambo and watch for the Celebrant's signal to begin. After reading the Welcome, step to the side wall and face the altar.

PROCESSION: Lector #2, carrying the Book of Gospels in an elevated position, processes down the aisle from the vestibule, behind the servers and Eucharistic Ministers, and in front of the Celebrant. Upon reaching the bottom step of the sanctuary, pause and give the priest time to stand next to you. You will have stepped just to the left of center altar. With the servers, Eucharistic Ministers and the priest bow reverently before ascending the steps to set the Book of Gospels on the bookstand, and return to your seat in the congregation.

FIRST READING: Use the following introduction: "A reading from\_\_\_." Do not indicate that this is the first reading. Pause for emphasis at the conclusion of the reading before saying, "The Word of the Lord." **If necessary, turn the page to the second reading.** After the first reading assume a still, prayerful posture, remaining at the ambo for about 30 seconds (say a Hail Mary). This may seem like a long time but it will help set the mood. When the musicians start the psalm reverently walk along the railing and return to your seat in the church.

SECOND READING: As the musicians are finishing the responsorial hymn Lector #2 will **reverently** approach the ambo from the side aisle. Pause and look at the congregation and then begin the second reading. When you are finished reading stand still, gazing down for a few seconds. **As Father rises and**

approaches the altar close the red lectionary and set it on the bottom shelf below the ambo. Walk down the steps near the railing and return to your seat.

PRAYERS OF THE FAITHFUL: Lector #2 reverently approaches the ambo as soon as the assembly starts the last verse of the Creed. (“We believe in one, holy, catholic, and apostolic church...”)

In the event of a baptism Father will not use the Creed and you should approach the altar as the family is descending the steps.

Father will make a brief introductory prayer for the petitions. Listen carefully so that you can begin reading the petitions without delay. After the last petition, stay in place while Father says a closing prayer. When he is finished close the petition book and place it on a shelf beneath the ambo.

**\*\*WHEN READING THE PRAYERS OF THE FAITHFUL:**

Father Bob has asked that we read the intentions slowly and deliberately – not rushing through them. Pause before saying, “We pray to the Lord.” Midway down the page there are typically dates and Mass times. Use the appropriate one. It is important to look at these before Mass and check the pronunciation of names. Father welcomes the chance to advise us on pronouncing family names. Note the “For the intention(s) of this Mass... (example) for Joe Smith...We pray to the Lord.

The last prayer is at the bottom of the page. AND FOR THE NEEDS THAT REST IN THE SILENCE OF YOUR HEART (PAUSE 10-15 SECONDS) ... WE PRAY TO THE LORD. The last pause needs to be unrushed. Father wants people to have plenty of time and space to think about their special intentions.

When Father has finished his closing prayer walk quietly down the side of the steps and return to your seat.

RECESSIONAL: Lectors WILL NOT walk in the recessional with the Celebrant.