

# *HOLY REDEEMER PARISH*

## *Guidelines for Lectors*

1. BEFORE MASS, practice the reading at home using “Today’s Missal”. Notice which words should be emphasized and where pauses should occur. Be sure that you know how to pronounce each word and that you understand what you are reading. Your task is to communicate the word of God. It is NOT enough to read the words; you must try to read it in such a way the people will understand the meaning of the words. **THE READING SHOULD BE EXPRESSIVE AND CLEAR, BUT NOT DRAMATIC AS IN INTERPRETIVE READING.**

Arrive at least 15 minutes early. The sacristy is the place to “sign in”, acknowledging your presence. Review the readings in the Lectionary on the ambo. Also, review the Prayers of the Faithful (General Intercessions). Be sure to know the correct pronunciations of names. See that there is a hymnal and missal at your place before Mass begins. Determine whether a cantor will lead the Psalm and the Gospel verse. (This is done virtually anytime we have singing at Mass.) If the cantor is unable, the reader will lead the psalm, but the Gospel verse would be omitted.

2. The Lectionary will be placed on the ambo before Mass (adjust the vertical level of the microphone at this time also). The reader takes a seat with his/her family (if in attendance) **PRIOR TO MASS**, in the section north of the ambo.
3. As the congregation begins sitting after the Opening Prayer, the reader approaches the ambo. Allow the cantor to enter the sanctuary before you. Give a slight bow **to the altar** upon entering the sanctuary. Begin the reading as follows: “A reading from ...”. **DO NOT GIVE ANY PERSONAL GREETINGS OR EXORTATIONS.** Read from the Lectionary, not the missal. Do not read anything in red or italics. At the end of the reading, after a very slight **BREATH PAUSE**, read: “The Word of the Lord”.

Remember, read slowly and clearly. The acoustics of the church require a slower pace and more distinct diction (especially ending consonants) than other spaces. Do not start until the people are seated and quiet. See that the microphone is set at the proper height (if you are more than 6” away it is likely that the microphone will not sufficiently pick up your voice. Again, by the style of your reading, try to communicate the meaning of the words to the people.

4. After the reading, the reader sits immediately in the chair provided in the sanctuary (if there is to be another reading). The cantor will approach the ambo after the brief pause. (In the rare case when the psalm is not sung, the reader may

remain at the ambo, pausing for @ 20 seconds, with head bowed. **There is no such pause at weekday Masses.**)

If the reader leads the responsorial psalm, begin by reciting the refrain, with no introduction. (i.e. do not say: “Our response is...”). Softly repeat the response with the people, and then read the psalm verses, repeating the refrain softly with people each time. There is NO PAUSE between the psalm and the second reading. Please stand as the responsorial is concluding, and begin moving to the ambo. Don’t “rush” the cantor who is leaving, but don’t wait until the cantor has left the ambo to stand up.

5. The second reading is done in the same manner as the first. .
6. The reader returns to his/her seat immediately after the second reading, you may bow to the altar on leaving the sanctuary, as you did in entering.
7. GENERAL INTERCESSIONS: Anticipate the reading of the petitions by moving up to the ambo during the Creed, but face the altar through out the recitation of the Creed. As the Creed is completed, turn to face the congregation. **DO NOT WAIT FOR A SIGNAL FROM THE CELEBRANT.** When there is no Creed, the signal to enter the pulpit is the celebrant’s approach to his microphone after the homily. Begin reading the intercessions as soon as the celebrant has completed the opening prayer. Try to read prayerfully – with your head slightly bowed and with no eye contact. Remember, **READ SLOWLY AND CLEARLY.** In prayers for the sick and those who have died, if there is no particular name listed, allow a ½ breath so that people in the pews can quietly identify someone. When announcing: “...own petitions in the silence of your heart”, wait 20 seconds for the people to pray, then read: “Let us pray to the Lord.” Remain in the pulpit until the prayer of the priest is completed the final prayer and all respond “Amen”.
9. The reader places the money from the collection in the bank bags. The collection will be in a basket under the credence table (on the opposite side of the sanctuary). The transfer of the money takes place at the front of the church where you are clearly visible. The bags (at least for now) will be under the ambo. The money bag is placed in the safe in the sacristy. The safe is in the wardrobe cabinet on the east side and south end of the sacristy. The children’s collection is combined with the regular collection. Special collections are placed in their own bags. The special tamper proof bags require your signature and another’s initials.
10. The large collection basket is returned to the back of the church, on the table near the light switches for the next Mass, except for the last Mass on Sunday or a holy day. In that case the basket is placed in the usher storage (under the sacristy island cabinet, west side). The children’s collection basket is placed under one of the altar server chairs.