



LITURGICAL MINISTRY PROCEDURES

LECTOR

UPDATED: 10.15.24

ALL MINISTERS

OLGC is delighted to offer opportunities for parishioners to participate in the liturgy. Serving as a liturgical minister is a unique opportunity for individual parishioners to deepen their spirituality by taking part in the celebration of the Mass. It is also a great help to our priests and all who worship at our parish to have the liturgy celebrated smoothly and reverently.

Check-in

- **Ministry Scheduler Pro (MSP):** This app is used to schedule and manage all ministers for Mass. An email will be sent to you at intervals throughout the year to let you know when you are scheduled. You can indicate your availability and/or blackout dates on the site. You can also request a substitute on the site when needed.
- **Reminders:** MSP will send you a reminder two (2) days before your assignment. Your device's¹ calendar will also send you a reminder the day of your assignment.
- **iPad:** There is an iPad located the Narthex near the double entry doors. When you arrive at church, locate your name on the iPad and "check in" so that the Sacristan will know you have arrived and ready to serve.
- **Frequently asked Questions:**
 - Q:** Can I check in from home?
 - A:** Yes, you can check in up to 12 hours before Mass begins.
 - Q:** What if I can't make my assigned Mass and time?
 - A:** Request a sub **as soon as you know** you will need one. You can request a sub up until 10 minutes before Mass begins on the MSP app.
 - Q:** What if I arrive late for Mass?
 - A:** If you have not checked in and arrive after the bells have rung assume a substitute has been arranged. Check the iPad which should reflect the name change.

¹ MSP can download your schedule to your device's calendar (google calendar or iCal/Outlook). This is done by logging into the MSP website, My Schedule tab.

Attire

There is an expectation that you come to Mass ready to serve and properly dressed for ministry. Your appearance should be appropriate, reflecting the role you are undertaking. Common practice is professional business attire. Please make sure no clothing is too short, too tight, too revealing or too casual. Examples of acceptable attire includes: slacks, dresses/skirts resting not more than 2” above the knee and covered shoulders. Inappropriate clothing would include: spaghetti strap dresses and tops, t-shirts with wording, flip flops, campaign buttons, etc. Liturgical ministers may be called upon to serve even though they have not been previously assigned so it is good practice to be dressed appropriately whenever you attend Mass.

Before Mass

Lectors (Arrival: 15 minutes prior to the start of Mass)

Lectors should prepare for both readings in case the other Lector does not show. If there is only one Lector, Lector 1 remains in the sanctuary during the Responsorial Psalm.

- Check-in on iPad.
- Proceed into the Church to secure your seat. It is recommended that Lectors sit in the first 6 rows of the front section of the church for ease and efficiency of getting to the Ambo.
- Take time to go to the Ambo and check:
 - Lectionary to make sure it's at the correct reading, and
 - Binder containing Prayer of the Faithful and opening announcements.
- Return to the Narthex and join all ministers before Mass to participate in the Gathering Prayer. Lector 1 leads the Gathering Prayer (Direction of Intention). Copies of the prayer are found in the Ministers' Room.
- When the outdoor bells ring 5 minutes before Mass begins, Gathering Prayer is recited, then:
 - Lector 1 walks down the aisle, bows at the foot of the stairs and takes his/her place at the Ambo and waits for the signal to begin Mass by reading the opening announcements. Bring an Order of Service with you so you can participate in the opening hymn.
 - Lector 2 assembles with the procession line in the Narthex, taking the position directly in front of the Priest, carrying the Book of the Gospels, **slightly elevated**.
 - If the Deacon is present, he will carry the Book of the Gospels.
 - If Deacon is present, Lector 2 still processes in and takes the position in front of the Deacon.

- If there is only one Lector (and no Deacon), the Sacristan will carry in the Book of the Gospels.
- When given the signal by the Sacristan or Priest to begin, Lector 1 welcomes the community by reading the opening announcements provided in the binder.
- Lector 1 remains standing in the Sanctuary, a little off to the side of the Ambo, until time for the 1st Reading.

The Introductory Rites

- Mass officially begins with the procession and is part of the Introductory Rites.
- The procession begins after the first verse of the opening hymn.

Order of Procession

Cross
 Candle Candle
 Server Server
 MC
 Lector #2 w/ Book of the Gospel
 (*Lector #2*)
 (*Deacon w/ Book of the Gospel*)
 Presider

- The Book of the Gospels is carried with the front of the book facing forward (Jesus always facing forward), so the book binding is in the right hand and the ribbon hangs to the left.
- When the procession reaches the Altar, the Cross Bearer and Candle Bearers walk up the steps and place the cross and candles in their respective places, then go to their seats and remain standing.
- Lector 2 (or Deacon) places the Book of the Gospels face down—so, face plant Jesus (face down)—on the Altar without turning it in any fashion and goes to his/her place in the assembly.* If Deacon assists, he waits at the Altar for the Presider to reverence the Altar.
 - *If the Priest remains at the bottom of the stairs after you have placed the Book of the Gospels on the Altar, bow with the Priest before going to your seat.

The Liturgy of the Word

Lector and Cantor

- After the Collect and once the assembly is seated, Lector 1 approaches the Ambo to proclaim the First Reading. After the Reading is finished, Lector 1 turns the page of Lectionary to the Second Reading (*if necessary*).
- Lector 1 descends the steps to the center aisle, waits for the Cantor to join beside them then the two bow together. Lector 1 returns to his/her seat in the assembly.
- Cantor goes to the Ambo and proclaims the Psalm.
- After the Psalm, the Cantor descends the steps to the center aisle, waits for Lector 2 and the two bow together. The Cantor goes back to the music area and Lector 2 proceeds to the Ambo to proclaim the Second Reading. At the end of the Reading, Lector 2 closes the Lectionary and places it on the table next to the Ambo. Lector 2 descends the steps to the center aisle, bows and returns to his/her seat in the assembly.
- Lector 2 will also read the Prayer of the Faithful after the Creed, *unless the Deacon is present, in which case the Deacon will read the petitions*.
- Lector 2 proceeds to the Sanctuary during the Creed (at "I believe in the Holy Spirit, the Lord, the giver of life...") **without** bowing. After reading the Prayer of the Faithful, Lector 2 remains at the Ambo until the Presider finishes the concluding prayer, then returns to his/her seat, **without** bowing.

- **When there is only one Lector:**
 - Sacristan will carry in the Book of the Gospels;
 - Lector 1 remains in the Sanctuary, off to the side, during the Psalm and, after proclaiming the Second Reading, returns to his/her seat in the assembly.

After Mass

Lector 1 returns Book of the Gospels to the Ministers' Room.

For additional questions, please contact Cheryl Jones, cjones@olgcva.org or cheryl.mcmillan.jones@gmail.com