



## LITURGICAL MINISTRY PROCEDURES

LECTOR

UPDATED: 10.12.25

### ALL MINISTERS

OLGC is delighted to offer parishioners opportunities to participate in the liturgy. Serving as a liturgical minister deepens spirituality and helps the liturgy flow smoothly and reverently.

#### Check-In

- **MSP App:** Used to schedule and manage assignments. Enter availability, set blackout dates, and request substitutes as needed. Sub requests can be made up to 10 minutes before Mass.
- **Reminders:** MSP sends reminders two days before your assignment; your device calendar will also alert you the day of Mass.
- **iPad in Narthex:** On arrival, locate your name and check in so the Sacristan knows you are present. You may also check in from home up to 12 hours before Mass. If you arrive late and the bells have rung, assume a substitute has been arranged.

#### Attire

Come dressed appropriately for ministry, reflecting professionalism and reverence. Common choices: slacks, dresses/skirts no more than 2" above the knee, and covered shoulders. Avoid clothing that is too short, tight, casual, or revealing (e.g., flip flops, spaghetti straps, t-shirts with wording, campaign buttons). Ministers may be asked to serve even if not scheduled, so dress appropriately whenever attending Mass.

## **Arrival (15 minutes before Mass)**

- Check in on the iPad.
- Sit in the first six rows for easy access to the Ambo.
- Review the Lectionary and the binder (announcements and Prayer of the Faithful).
- Join ministers in the Narthex for the Gathering Prayer (Direction of Intention).

## **INTRODUCTORY RITES**

### **Opening Announcements & Procession**

- At the bells, recite the Gathering Prayer, lead by Lector 1. Then:
- Lector 1 walks down the aisle, bows at the foot of the steps and moves to the Ambo, ready to read announcements when signaled by the Sacristan/Priest. Lector 1 remains standing near the Ambo until the First Reading.
- Lector 2 joins the procession, carrying the Book of the Gospels, **slightly elevated**, if no Deacon is present. Carry it with Jesus on the cover facing forward, binding in right hand and ribbon hanging left.

### ***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

- At the altar, the Book is placed in the stand, Jesus facing the assembly. If the Presider remains at the foot of the steps, return to bow with him before sitting.

## Liturgy of the Word

- **First Reading:** After the Collect, Lector 1 proclaims, turns the page for the Second Reading (if needed), then descends steps, meets the Cantor; they bow together. Lector 1 sits; the Cantor proclaims the Psalm.
- **Second Reading:** After the Psalm, the Cantor descends the steps, meets and bows with Lector 2. Lector 2 proclaims, closes the Lectionary, moves it to the table beside the Ambo and places the binder containing the opening announcements and Prayer of the Faithful on top of the Lectionary. Lector 2 bows at the foot of the steps before returning to their seat.
- **Prayer of the Faithful:** Lector 2 reads the Prayer of the Faithful unless a Deacon is present. Lector 2 goes to the Ambo, **without bowing**, at “*I believe in the Holy Spirit...*” in the Creed, proclaims the petitions, remains until the concluding prayer, then returns to their seat, **without bowing**.

### When Only One Lector Serves

- Sacristan carries the Book of the Gospels.
- Lector remains in the Sanctuary. Proclaims 1<sup>st</sup> reading, stands off to the side during the Psalm, then proclaims the 2<sup>nd</sup> reading. Before returning to seat, bows at the foot of the steps.

### After Mass

- Lector 1 returns the Book of the Gospels to the Ministers’ Room.

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