

LECTOR GUIDELINES

GENERAL GUIDELINES FOR LECTORING:

1. Prayerfully reflect on all the readings for your Mass.
 - a. Begin on Monday to focus and reflect on the readings.
 - b. Read the commentary in the Lector Workbook, read in your bible the verses that precede and follow your reading, and reflect on the other readings for the Mass to determine the context and the overall message of your reading.
 - c. Practice reading the passage aloud throughout the week and pray with the reading as you practice it.
 - d. It is a good idea to review both readings before you come to mass, in case there is a problem and the other lector is not there.
 - e. If you are having a problem with the pronunciation of a word, 'Biblical Words' website has a good Pronunciation Guide where you can hear the word.
<http://netministries.org/Bbasics/bwords.htm>
2. Arrive at the Sacristy twenty minutes before Mass begins.
 - a. Sign in.
 - b. Make sure the **BOOK OF THE GOSPELS** is set to the correct reading and is on the stand at the back of the church.
 - c. Make sure the **LECTIONARY** is set to the correct readings and place it on the ambo open to the first reading.
 - d. Lector 2, read over the Prayers of the Faithful, checking for pronunciation of proper names, and take the folder to the ambo.
 - e. Lector #1, review the announcements and make sure the binder is on the shelf in the cantors podium.
 - e. Check in with Cathy (the sacristan in her absence), then go to the vestibule to join in greeting those arriving for Mass.
3. Look up at the congregation periodically. Look left and right as well as straight ahead when you look up.
4. Pause before the proclamation '**The Word of the Lord**'. Then pause for approximately 10 seconds before leaving the ambo.
5. There will be 30-second pause after the readings and the responsorial psalm to allow the congregation some time to reflect on what they have just heard.
Lector 2 make sure you wait 30 seconds before approaching the ambo for your reading.
6. The Intercessions and Announcements are emailed out to all lectors on Friday so you may practice them ahead of time.
7. Please be aware that there are changes in some of the normal procedures at various times during the year. These changes are generally noted on attachments that you will receive.

8. If you cannot read on a day when you are scheduled, place a swap request as soon as you know that you have a conflict and will be unable to lector. If you do not receive a response from the swap request, make some phone calls using the roster that can be found on the Ministry Scheduler web terminal. Please make sure to speak to the person you are asking to sub for you in person if there are any special things happening at the liturgy.

9. Schedule – **Your personal schedule and roster for Lectors can be found at:**

https://secure.ministryschedulerpro.com/webterminal/login.php?user=st_theresa

The Lector Schedule is also posted on the parish website www.sttheresaokland.parishesonline.com

THERE IS AN APP AVAILABLE FOR THE MINISTRY SCHEDULER FOR IPHONE'S AND ANDROID'S.

If you have an iPhone or an Android, you can download a free app that will make it easier to view your scheduled dates, request and accept subs, and update your profile from your mobile device! Follow these steps to get started:

1. Go to the Apple App Store on your iPhone or the Android store and search for “Ministry Scheduler Pro”, and install the app.
2. Open the App, and enter the following under **Organization ID: st_theresa**
3. Enter your Web Terminal Username: and your Password: to log in.

Now you can just open the MSP app to see your scheduled dates, request and accept subs, and update your profile!

FIRST LECTOR'S RESPONSIBILITIES:

1. Check the **LECTIONARY** to make sure it is set to the correct page. Place the book on the ambo and open it to the first reading.
2. Make sure the correct page is marked in the **BOOK OF THE GOSPELS** and that it is placed on the stand at the back of the church.
3. Carry the **BOOK OF THE GOSPELS** **elevated**, with the front facing out, in the entrance procession. Lector #2 will be in front of you and you will be in front of the Presider. (If there is a Deacon, he will carry the book). Place the book on the altar (right behind the microphone jack), standing up, facing the congregation. You do not need to spread apart the pages of the book in order for it to stand up. Do not bow or genuflect as you approach the altar with the book. Join the rest of the people from the entrance procession after placing the book on the altar. When the Presider arrives at the steps to the sanctuary everyone will bow/genuflect (or reverently bow if unable to genuflect), and then take a seat in a front pew.
4. Proclaim the first reading:
 - a. Go directly to the ambo at the conclusion of the Opening Prayer, do not bow or genuflect. Adjust the microphone.
 - b. When finished, pause for approximately 15 seconds and then return to your seat.
 - c. If there is only one lector, return to your seat while the Cantor proclaims the Responsorial Psalm and then comes forward for the second reading.
5. Following the Prayer after Communion you will read the Announcements using the binder in the cantor's podium. Walk over and stand by the door when the Eucharistic Minister exit from the sacristy.
6. Process out at the end of Mass, the order is the same as the entrance procession. Bow/Genuflect (or reverently bow if you are unable to genuflect) turn and process out. The **BOOK OF THE GOSPELS** is left in the sanctuary.

SECOND LECTOR'S RESPONSIBILITIES:

1. Check the **LECTIONARY** to make sure it is set to the correct page and you know where the second reading is located.
2. Make sure the correct page is marked in the **BOOK OF THE GOSPELS** and that it is placed on the stand at the back of the church.
3. Process in and out standing in front of the first lector. When the Presider arrives at the steps to the sanctuary everyone will bow/genuflect (or reverently bow if unable to genuflect), and then take a seat in a front pew.
4. Proclaim the second reading:
 - a. Do not leave the pew until the cantor has returned to the choir area. Even though the Psalm is sung, it is still a reading and deserves the same reverence as the other readings. If the cantor does not use the ambo, allow 30 seconds of silence before you stand and approach the ambo.
 - b. Go directly to the ambo, do not bow or genuflect. Adjust the microphone.
 - c. When finished, pause for approximately 15 seconds, then close the **LECTIONARY** and place it on the shelf in the ambo and then return to your seat.
5. Present the Prayers of the Faithful:
 - a. Go to the ambo during the Creed and be ready to begin the prayers immediately following the Presiders introduction. Adjust the microphone.
 - b. When finished turn and face the presider. Wait until he finishes the prayer and then return to your seat.
6. Process out at the end of Mass, the order is the same as the entrance procession. Bow/Genuflect (or reverently bow if you are unable to genuflect) turn and process out. The **BOOK OF THE GOSPELS** is left in the sanctuary.

Using the Web Terminal

This technology allows you to log in from your home computer and view your schedule, request substitutes and volunteer to fill others' sub requests, and update your personal information and scheduling preferences.

The Web Terminal pane is made up of five tabs. When you log in from home, you will see the five tabs on your web browser. Each tab has its own content. You can switch between the content for the different tabs by clicking on the tabs' names. The content of each tab is fully customizable, but each tab has an intended purpose.

- **Home:** This tab is initially visible to you when you log into the terminal. By default, it contains a brief description of the Web Terminal.
- **My Schedule:** This tab is where you can view your personal schedule. By clicking on the “request swap” link next to one of your scheduled positions, you can request that somebody take your place at that time. This tab also contains a list of all the positions for which swaps have been requested by other ministers. By clicking on the “volunteer now” link next to one of these swap requested positions, you can volunteer to fill that position.
- **Full Schedules:** This tab is where you can view the full ministry schedules. These schedules are updated in real time as swaps or other changes are made to the schedules.
- **Rosters:** This tab is where you can view rosters of fellow ministers. The roster contains the minister’s names, phone numbers and email addresses. Like the full schedules, these rosters are updated automatically when information in the database changes.
- **My Profile:** This tab is where you can view and request changes to your personal settings, contact information, ministry qualifications, service time preferences, preferred serving frequency, and can't serve times.

