SAINT JANE FRANCES DE CHANTAL

Lector Ministry

THE 2022 UPDATED GUIDELINES FOR LECTORS
Proclaiming the Word of God

Most people become a Lector because they have:

- A strong desire to proclaim the Word of God to others
- The ability to stand in front of people and feel comfortable
- Good reading and enunciation skills

There are certain benefits one can enjoy as a Lector:

- Serving the Church in a meaningful way
- Enriching their lives through the study of sacred Scripture
- Experiencing a joy that comes through serving the Lord and others
- Serving God by communicating His words to the faith community

Before the Liturgy begins:
Please plan to arrive 15 minutes before the start of Mass and check in with the Priest in the Sacristy. Please review your readings in the Lectionary and check to make sure that a ribbon bookmark is correctly placed. The Lectionary is to be on the ambo, and the General Intercession Prayers are to be placed in the white binder at ambo shelf. In the absence of a Deacon, decide which lector will read the Intercession Prayers and please review any names and words that are unfamiliar with the celebrant.

During the Liturgy:
Lectors who minister during weekend liturgies will process in with the priest and other liturgical ministers during the Entrance Hymn. A Lector will carry the Lectionary lifting it up with two hands (this procedure is omitted only for those who, for physical reasons are not in the condition or confident to walk with the Lectionary). After genuflecting to the tabernacle, they go to position the Lectionary to the ambo and then sit in the reserved pew to the right of the aisle.
Going on the Altar –
Even though there is not a “rule”, the way to approach the Ambo is the right side of the altar, after the cantor’s stand. In any case never step up from the front.

Take the right posture once you are on the Altar –
The lector called is called to proclaim the Sacred Scriptures must keep an adequate posture meanwhile he/she is at the ambo.
Extend your harms on the two sides of the ambo or put your hands on it, it is not appropriate.

Position of the microphone –
To ensure everyone be able to hear the Sacred Scriptures, it is extremely important to set the position of the microphone in the right way in front of mouth. Lectors should consider their final posture at the time of positioning the microphone to stay sure the mic will be not facing their nose or face.

First Reading –
Following the Opening Prayer, the congregation is seated. Please approach the ambo. (If there are special circumstances that require you to cross the altar, please bow in reverence.) Before you begin to read, make sure that the correct scripture passage is open. After reading, sit on the black chair below the altar to leave the cantor to sing the psalm. After the Psalm*, switch with the other lector, or go back to the ambo if you are the only lector scheduled.

*Responsorial Psalm –
In circumstances when the psalm scripture is being read and not sung, please pause briefly after the first reading and stay at the ambo. Begin the Responsorial Psalm by saying the refrain antiphon. The congregation will respond, then continue with reading the first group of verses. After each grouping, pause and make eye contact with the congregation to encourage them to respond with the refrain.

Second Reading –
After the Responsorial Psalm, allow a brief pause and approach the ambo. If you are the second reader, after the Psalm, switch with the first reader and approach the ambo following the instructions outlined for the “First Reading”. When finished, return to your seat.
General Intercession Prayers -
In the absence of a Deacon, the Lector will read the General Intercession prayers. During the last part of the Nicene Creed, “We believe in the Holy Spirit, the Lord, the Giver of Life...” proceed to the ambo and retrieve the petitions from the shelf. After the short introduction said by the celebrant, begin reading all petitions. Please remain at the ambo until the celebrant concludes the final prayer and the congregation is seated. Return the intercessions to the ambo shelf and return to your seat.

During Livestreamed Mass –
Prayer of St. Alfonso Liguori should be read during any livestreamed Mass, with some particular exceptions. The right time to reach the Ambo is in meantime the Celebrant is receiving his own Holy Communion. Be ready to begin with the prayer immediately after the Celebrant drink the Blood of Christ and return the Chalice back on the Mensa. Please consider the short time lector have to read the prayer: Music should start with the beginning of distribution of Holy Communion at least.

After the Liturgy:
Leave the Lectionary at the ambo and approach the priest under the altar. Please remember, readers are not part of the clergy. For that reason, it is not appropriate for the Lectors to stay on the sides of the clergy when facing the altar in preparation of the recessional procession. The right position is behind the clergy and between clergy and altar servers.

General Reminders –
- You can find your reading on the Internet at www.usccb.org. Click on the “Readings” tab. During the days approaching your scheduled Mass, you are highly encouraged to reflect on your assigned reading. At the beginning of the liturgical year St. Janes Church also provide for a printed workbook. Please refer to the responsible of Liturgy or the priest in Sacristy to get your free copy.
- Appropriate dress is required. Be comfortable in your clothing, yet reverential.
- Remember that you are a messenger of the Word of God. Mindful of this responsibility, proclaim the Word so that it is meaningful to the listeners. This is not a time to be dramatic, but to be mindful of clearly reading aloud the text.
- If you are unable to attend a Liturgy for which you are scheduled, you are responsible for finding a substitute.
Lectors make Christ present at the Mass 
by proclaiming the Word of God

**MINISTRY SCHEDULER PRO INSTRUCTIONS**

Once you have completed Lector Training, you will receive an email with a link to our online 
liturgical ministry scheduling software.

1. You will receive an email to the address that you listed on the sign up sheet. This email will 
contain your login information. Click on the link to get started. **BOOKMARK THIS PAGE**

2. Once you are logged in, click on the “My Profile” tab and update all of your General 
Information.
   a. Edit your Service Time Preferences.
      i. Click the “add” button and select a Mass time that you wish to minister at. To add more Mass times, repeat this process. Please keep in mind special holidays and liturgical events that will take place throughout the schedule season and be sure to add them to your preferences if you are available to minister. If your schedule is not flexible, click “Schedule me only at the times in this list”.
      ii. If your profile does not indicate that you are unavailable to serve on specific dates or at certain Mass times, you may be scheduled for liturgies during these dates/times. **The default value is always “available.”** Once a schedule is generated, you will be responsible for arranging substitutes if you cannot serve as scheduled.

   b. Enter your desired preferred frequency of scheduling.

   c. Enter any Mass times or Dates that you are unable to minister.

3. The additional tabs:
   a. My Schedule allows you to see your upcoming scheduled dates and services.

   b. Full Schedules allows you to view the names of additional ministers.

   c. Rosters allows you to view the names and contact information of additional ministers.

4. Any questions? Email Giuliano Grisi at giuliano.grisi@stjanedechantal.org or call the Parish Office.