

Sunday Masses- Quick Reference Sheet- Sunday Masses Tips to Avoid Most Common Mistakes: Jan 2016

Dress Appropriately for the Altar. Tie/Jacket for men; No short skirts or low neckline for women. No Jeans, sneakers or Flip/flops.

Every lector makes an occasional mistake – RELAX: most are unnoticeable to the congregation. Below are tips to help you avoid common mistakes:

BEFORE THE MASS: Basic priorities: **Practice your reading**, read the background in the lector workbook (or use www.lectorprep.org). When you understand what you're reading, you will read it with more confidence. Use the punctuation marks (commas, periods) as a guideline for your breathing and pace as you proclaim.

Arrive in the sacristy at least 10 mins before your Mass. SIGN IN (if covering for another lector, note whom you are covering for). Check the Lectionary Book on the Sacristy Table for your reading. Walk to the Ambo and be sure the Lectionary Book on Ambo has a bookmark ribbon on the same page. **Lector#1-** ask if a deacon is serving. If yes, Deacon reads the Universal Prayer. If no Deacon, review the Universal Prayer in the lector book and be sure the last intercession ("for whom this mass is offered") has already been crossed out for those Masses that has already past. This GREATLY HELPS YOU avoid reading the wrong name(s) at your Mass. Family members and friends of the person(s) being named have sometimes traveled from afar to attend this Mass and will be upset if you get it wrong! **Lector#2-** Review the Announcements in lector book. Don't carry the lector book in the procession. **Before Mass starts, place the lector book on a lector chair – NEVER ON THE FLOOR!**

Processional: The 7:30am (Mass without Music) protocols are different - refer to the Lector Handbook for more details. In the entrance Procession, Lector#2 will carry the Gospel Book and lay the Book on the Altar Table. However, if lector #2 has any difficulty carrying the book, the lectors can discuss amongst themselves who is best suited to carry the Gospel Book.

- Lector (no Book) follows the Altar Servers, followed by
- Lector with Gospel Book, followed by
[When Deacon is present, two lectors walk side by side, followed by Deacon carrying Gospel Book, followed by]
- Celebrant.

Lector #1 (no Book) stops and bows at the bottom step of the Altar, then follows the Altar Servers walking around the Altar to their chairs. (ok for lectors to turn left at the Altar and walk to chairs on the east (convent) side of the sanctuary.

Lector #2 (with Book) follows lector#1. At the bottom step of the Altar, bow to the Altar. Walk up the Altar steps then to the left around the Altar table to the south (parking lot side) center edge of the Altar table. Place the Gospel Book in the center of the Altar table, then turn and walk to the lector chair.

Approaching the Altar for Readings: The lector **walks directly to the Ambo** (no longer bows to the Altar). **ADJUST THE MIC!** Begin with "A Reading from the..." After the last line of each reading, **give a pause (count to 5) before saying "The Word of the Lord"**. Stay at Ambo until the Congregation finishes the response "Thanks Be to God"; Then leave the Ambo; walk to chair.

Note: Sun9am Mass when there is a Children's Liturgy of the Word (CLOW), Celebrant says a brief prayer and children are escorted into the side Chapel. Lector #1 simply waits at the Ambo until children have exited the room before starting the first reading.

Universal Prayers, also called General Intercessions/ Prayer of the Faithful: [If a Deacon is serving, Deacons reads this] Lector#1 proceeds with the lector book directly to the Ambo (pulpit) while the congregation is saying the Creed (no bow to the altar). The deacon or lector needs to already be at the Ambo microphone before the congregation gets to the end of the Creed.

- Be sure you read the correct names for that specific Mass (special intentions).
- **Remain at the Ambo until the priest has finished the Closing Prayer** before returning directly to your chair.

Announcements: When the priest stands after communion, Lector#2 walks to the edge of Altar near Cantor Stand with the lector book. **After the priest finishes the Prayer after Communion, step up to the Cantor Stand** (not the Ambo), **ADJUST THE MIC!** and read the announcements. The celebrant normally gives an eye signal to lector when to start reading the announcements.

Recessional: Following the Concluding Prayer walk to sacristy alcove behind Altar Servers OR, walk to the eastern/convent side alcove. When the Recessional Hymn begins, the Altar Servers & Lectors walk to line up in a row at bottom of north Altar steps. Celebrant (and Deacon, if serving) in center, Altar Servers on each side, and lectors at far ends ("the bookends"),

- Altar Servers and Lectors BOW simultaneously with Priest, then ALL turn around and recess down the main aisle in same order as the processional; Altar servers FIRST, Lectors side by side, then Deacon (if serving), then Priest.

After the Recessional but before you leave, go back and retrieve the lector book from the lector chair and bring it back to the sacristy table and CROSS OUT the special intention for the Mass you just read. This GREATLY HELPS the next lector avoid reading the wrong name(s) at the following Mass.

YOUR Assignments: It's **YOUR** ministry obligation **for finding a replacement lector** or switching assignments with another lector when you can't make your assignment. You need to make the effort of calling and/or e-mailing other lectors to cover your assignment and kindly refrain from simply calling the other lector assigned to your Mass to ask them to do both readings; That's the LAST option. Use the lector e-mail list and/or make telephone calls to lectors that have no e-mail address. If you've already tried on your own and haven't had success, do contact me for assistance.