

Guidelines for Lectors
St. Joan of Arc
Revised May 2015

1. It is a privileged role to proclaim the Word of God and lead the Prayer of the Faithful (when the prayers are not proclaimed by the deacon, or sometimes sung). Your prayerful and spirited proclamation is a moment of grace for the people of St. Joan of Arc Parish. The best preparation for your ministry is to read the Scriptures, even when you are not scheduled for the coming weekend mass. The better you know and understand the Word, the better you will proclaim and live it. *Even when not scheduled to read at a mass, we encourage Lectors to come to the sacristy before mass to see if a Lector might be needed (in the event that the scheduled Lector or sub is not able to be there).*
2. Please arrive in the sacristy in the Gathering Area fifteen (15) minutes before your scheduled mass, properly dressed for your ministerial function. Sign in, check the bulletin board for any pertinent messages, look over the mass sheet and review the Prayer of the Faithful. Please pay special attention to the names, both in the readings and the prayers. If there are any questions whatsoever, please ask the presider for help. It is very important to pronounce a person's name correctly!
3. Lectors do not accompany the Entrance Procession at St. Joan of Arc. Rather, Lectors read the prepared Greeting and Introduction before mass. And so, five (5) minutes before mass begins, take your seat in the front row of chairs (where the altar servers also sit). When you see the presider and the servers are ready to begin mass, go to the ambo and read greeting, announcing the presider's name (and deacon, if applicable), the number of the entrance chant/song, and in what book it can be found. *Please read the words that are on the sheet.* Then go back to your seat and participate in the entrance chant/song.
4. After the Collect (formerly called Opening Prayer), when everyone is seated, approach the ambo and proclaim the first reading with dignity, grace and an appropriate pace. Following the reading, pause, then say, "The Word of the Lord". The Lector may return to their seat (or stand near the hand-railing) as the Psalm Response is sung.
5. Following the Psalm, approach the ambo and proclaim the second reading - again with style and grace. At the end of the reading, pause, say, "The Word of the Lord". Close the Lectionary, put it on the shelf of the ambo, and return to your seat.
6. Stand as the Gospel Acclamation begins. *Please listen attentively as the Gospel is proclaimed rather than reading it from the missalette.* Continue to participate in the mass, bow during the Creed, etc.
7. It is the deacon's role to proclaim the Prayer of the Faithful. If there is no deacon the prayers are proclaimed by the Lector. Therefore, near the conclusion of the Creed please approach the ambo. *Please do not wait for the presider.* You should be standing at the ambo when the prayers are introduced. Proclaim the prayers. After the concluding prayer and the "Amen," return to your chair and be seated.
8. During the Eucharistic Prayer please kneel on the kneeler provided. Following the Great Amen, please stand in front of your chair.

9. An Extraordinary Minister of Holy Communion (EMHC) usually brings communion to you at your place. Following reception of communion, please kneel and participate in the Communion chant/song.
10. After the Communion Rite, take the collection basket and, together with the EMHC, bring it into the back sacristy. Put the collection basket in the safe. The EMHC generally puts the tabernacle key in the safe also. Close the safe and spin the dial. *(The collection is not brought to the safe at the 1200 noon mass.)*
11. After the Final Blessing and during the recessional song, go to the foot of the stairs with the priest (and deacon) and altar servers. Bow together and leave the church in processional order: the servers, the Lector and then the deacon and priest.
12. It is your responsibility to fill out and submit a Liturgical Minister form for each schedule preparation period. The forms are available on line, in the sacristy and at the Rectory. Please indicate when you will not be available (vacation dates) and/or any changes in your preferences. It is also your responsibility to procure a substitute if you cannot fulfill your Lector assignment when you are scheduled. *Using the Lector List on your computer has worked well in the past in requesting a substitute. If you are offering to be a substitute, please use the "Reply to All" key so that we all know that the assignment is covered. Please do not call the rectory or the Mass Coordinator, unless it is an emergency.*
13. Remember, you are a visible liturgical leader. Please model good liturgical "behavior" by singing, responding, praying, participating, and paying close attention to the liturgical action at all times. Your full, active and conscious participation is very much appreciated.

God's Blessings and thank you for answering His call to the ministry of proclamation.