

# LECTOR NOTES

## PREPARE

Ask the Holy Spirit to enlighten you as you read the scripture readings. Try to see, hear, feel and taste the times in the readings. Reflect on: What is really happening? What are the relationships? How would I feel if I were each of the different people in the readings? What do I see in the people around me and what am I thinking? How would people treat me, or I them today? What are their pains? What pain do they cause someone else? What are their joys and loves? What are they doing that causes another person to feel loved? How does that love feel? What is GOD's message? You are created in God's image and likeness, listen as a child of God.

## BEFORE MASS

- 1. IMPORTANT: ARRIVE AT LEAST 15 MINUTES BEFORE MASS TIME!**
2. Check in with the Coordinator of Ministers; be sure your name is checked off in the scheduling book.
3. After you check in, go to the ambo and check that the Lectionary is open to the first reading. Also check to see if the microphones are turned on and at the level you need it to be. It is also a good idea to make a mental note of the page number of the first reading. Adjust the microphone position to the level of the first reader.
4. Join the Minister's Circle of Prayer held in the foyer approximately 5 minutes before Mass begins. After the prayer, line up for the procession into church.

## PROCESSIONAL

5. For the procession into church, both Lectors are side by side, behind the Eucharistic Ministers when a Deacon is present.
6. If a Deacon is present and carrying the book, both Lectors follow the lead Eucharistic Ministers, bow when they do and then proceed directly to the lector bench.
7. If a Deacon is NOT present, the First Lector carries the Book of the Gospels during the entrance processional.
  - a. Find the book, which has gold/silver cover in the Lower Priest's Sacristy or on the top shelf in the ministry sign-up area.
  - b. The First Lector carries the book in the procession.
  - c. Line up, as usual, next to the Second Reader, both in front of the Priest, and directly behind the Eucharistic Ministers.
  - d. Hold the book with both hands high at forehead level or higher while entering the church and as processing to the altar.
  - e. When you reach the front of the sanctuary, do not bow as you usually do. Instead, wait until the Acolytes have made their turn toward the ambo, then proceed directly up the steps of the sanctuary.
  - f. Walk behind the altar facing the congregation, place the book, closed, in the center of the altar, step back, bow reverently and then join the Second Lector.

## DURING MASS

8. **First Reader:** When the celebrant completes the opening prayer, the First Lector rises and walks to the altar steps, waits one second to see if the Priest or Deacon has any introductory remarks regarding the reading, bows reverently to the altar, then proceeds to the ambo. Be sure the microphone is adjusted to your height requirement and allow the congregation to get settled. Introduce the source of the reading and proclaim the scripture reading. After completion of the reading, step back from the ambo, **it is elevated so watch the drop off at the back**, pause in meditation for a few seconds and then rejoin the Second Lector on the lector's bench.
9. **Second Reader:** Following the responsorial psalm, the Second Lector ascends the altar steps and proclaims the second reading. At the completion of the second reading, close the Lectionary and place it on the first shelf of the ambo (Note: be aware of the homily notes or announcements that may be on the shelf. Do not place the book on top of the notes sheet.), step back, pause in meditation for a few seconds and proceed down the altar steps where you will be joined by the First Lector. You and the First Lector will then face the altar, bow in unison, turn and return to your seats.
10. **First Reader:** As the Second Lector comes down the steps, the First Lector joins the Second Lector at the steps. Both face the altar and bow and then take a seat either behind the lead Eucharistic Ministers or with your family.

## COMMENTATOR NOTES

1. When your role is that of the Commentator, **you too should arrive at least 15 minutes prior to Mass time and check in with the Coordinator of Ministers.**
2. Everything needed for your commentary is found in a three ring binder located on the ministry shelf under the bulletin board. When you locate the binder, read over the commentary before going into church. It is especially important to check the pronunciation of the individuals names in the prayers for the sick and deceased. If you are uncertain of how to pronounce a name, ask the Priest or Deacon for assistance. When you are comfortable with the day's commentary, proceed into church and sit in the first pew on the choir side of church. It is reserved for you and the Eucharistic Ministers.
3. Once in the pew, locate the hand held microphone. It should be placed in the hymnal shelf against the front pew. If it is not there, there are replacement microphones and batteries located in the lower sacristy behind the altar in the top long drawer on the left. If there are none in the drawer, check with one of the choir members as to where one might be. There is a small switch and a green light which indicates "on" at the side of the microphone. Test the microphone to see that the green light comes on before Mass. Also, check that the battery has sufficient charge for the duration of the Mass. If it is low, replace the battery before Mass begins.
4. Position the microphone at a level directly at your mouth almost touching your chin. It is important that you speak into the microphone at a very close distance and that the microphone follows at that distance as you look down or speak to the congregation.

5. Keep an eye on the entrance for the Priest to signal you to begin the commentary. He or the Deacon will usually wave to you from the back of church. Turn your microphone on and begin your commentary. Note: there is a slight delay before the microphone is powered up, so give it the time needed before beginning to speak.
6. When you welcome those in the congregation, be enthusiastic and upbeat, don't hide behind your pew. Walk out and stand behind the metal commentary stand so the congregation can see you. When you are not using the microphone, please turn it off to conserve the batteries. Turn it off after the responsorial psalm, then again after the offertory song announcement.
7. All of the hymns, instructions, etc. are found in your commentary binder and are printed in the sequence you will need as the Mass progresses. Simply follow the Mass and the instructions in the binder. If you are unsure as to exactly when to say what, spend a Sunday or two sitting behind an experienced commentator to see the flow of the Mass and accompanying commentary before you are actually scheduled.
8. When there is no Deacon present you may be called upon to assist with the Prayers of the Faithful. Ask the Priest if he will be doing them or if he wants you to do them. They will be listed to the back of the binder or you will be given a separate binder.
9. There is one time you will have to move the commentary stand. It needs to be out of the way for communion. Place it over against the wall by the lower sacristy right after you announce the offertory song. It will remain there until after communion. The announcement of communion song is handled by the choir, so there is no need for commentary during communion.
10. After communion, you will need to replace the stand to back in front of your pew and be ready for the Priest's signal to start the announcements. When you conclude the announcements, you remain standing and turn to the Priest so he will know you are done. He may add a few announcements and then he will proceed with the closing prayers and blessings. After his blessing, you will announce the recessional hymn.
11. After Mass has concluded it is your option to either stay in your pew or process out with the Eucharistic Ministers and two Lectors. If you elect to process out, simply follow the Eucharistic Ministers out of the pew and down the aisle. Your position should be between the EM's and the Lectors.
12. After Mass be sure to return your three ring binder to the back of church on ministry shelf so the Commentator for the next Mass can find it. **Please do not leave the commentary book in the pew!**

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