

LECTOR PROCEDURES

BEFORE MASS

- Dress appropriately for service at the Lord's altar (**No jeans, etc.**)
- Please arrive at least 15 minutes early or you will be replaced
- Sign in (**Please do not enter/exit sacristy through sanctuary—use side steps to enter/exit.**)
- If there is no deacon, then look over petitions
- Please practice readings at home, not before Mass!
- If you cannot make your assigned time, please get a sub

START OF MASS

Place Lectionary at ambo/petitions binder on white, marble shelf and bow to the altar as you pass it. Take Gospel book and proceed to rear of church for the procession. Remember to be silent and reverent in the back of church.

PROCESSIONAL

You will process in following the altar servers. Carry the Gospel book at chest level so as to be able to see over the book. Upon reaching the steps, **do not bow when carrying the Book of Gospels**, but walk up steps and place the book on the front of the altar, as you are holding it, face down—**making sure it is entirely on the altar not hanging over the edge**, bow to the altar and then take a seat with the assembly.

LITURGY OF THE WORD

After the opening prayer, be seated and count to ten before starting towards altar. Upon reaching steps, bow, and proceed to ambo, adjust microphone, **using only the 'neck' of the mic**, if needed. **When introducing readings, please start "A ('Uh') reading from...." as opposed to "A (long A sound) reading from....."** Do not add words or change words, read only what is written. Read slowly and deliberately. After first reading, please take a seat in the sanctuary. After the cantor has returned to his/her seat, count to ten, and proceed to ambo. After second reading, place lectionary on shelf and return to your seat after bowing to altar.

PETITIONS (IF NO DEACON)

Near the end of the creed, at "I believe in one holy, catholic..." proceed to steps, bow to altar, and go to ambo to read petitions. As soon as Presider finishes introductory prayer, then begin. There is no need to announce the response unless it is noted for a different response. Do not leave ambo until Presider finishes closing prayer. Return to your seat after bowing to altar.

CONCLUSION OF MASS

Do not process out. After mass, please return books to sacristy.