

Church of the Good Shepherd  
Sunday Lector Guidelines  
Revised Summer 2016

GENERAL

-Attendance

Lectors are to arrive at the sacristy no-later-than 15 minutes before the scheduled time for Mass.

Signing In-Lectors should sign in upon entering the sacristy. This is the only way of keeping an attendance record. When signing in, please sign in as the scheduled lector, substitute or "fill-in".

If you are unable to be present at the Mass for which you are scheduled, please make a sincere attempt to arrange for a substitute. If you are not able to find a substitute by Friday afternoon, please call the Parish office to let them know. Proclaiming the Word is a sacred service for which a Lector should prayerfully prepare. Therefore, we try to avoid calling for substitutes just before Mass since they may not have the time to prayerfully prepare the readings.

A pattern of unexcused absences, more than 2 in a calendar year, may result in the Lector being removed from the schedule.

Any questions regarding these guidelines should be brought to the attention of the Parish office for referral and resolution.

-Dress Code

Lectors should wear dress shoes and socks/stockings; trousers for men and dress slacks or dress for women.

Jewelry should be simple and unobtrusive.

The dress code applies to substitutes and fill-ins. If you are not properly dressed, you should not offer to substitute.

## BEFORE MASS

Prepare readings prior to Mass using the Study Guide provided to the Lectors.

Check the Lectionary to make sure that the ribbons are set for the correct readings for the day.

Review the daily announcements and General Intercessions before Mass.

At the appropriate time, take the Lectionary and announcement binder to the pulpit. Do not open the Lectionary and place the announcement binder on the open Lectionary. Wait until the music has ended and make the daily announcements. Place the binder underneath and open the Lectionary to the first reading. The Lectionary is not to be carried in the procession.

PLEASE NOTE: The proclamation of the Word calls for inflection, clear articulation and expression. It is not to be a dramatic reading or declamation. The church's sound system is a strong one so just speak clearly, at moderate speed (slower rather than faster) into the microphone. Making eye contact with the congregation can raise the quality of the proclamation to a point where the Lector is opening a window into the Word so that the people in the pew can not only hear the Word but also enter into its presence and let it speak to them.

## DURING MASS BEGINNING WITH THE PROCESSION

The Lector follows the cross and candles in the procession, before the Extraordinary Ministers of Holy Communion. Lectors should carry a hymnal and join in singing the Opening Hymn.

At the front of the Church, follow the cross and candles to the pew front on the Baptismal font side, bow and genuflect with the priest and take your seat in the short front pew on the left.

After the opening prayer, when the people sit, approach the pulpit, referencing the Altar with a bow, and proclaim the first reading. (At the 9:30 Mass when there is the Childrens' Liturgy, wait until the children and adults have exit the church and the music has stopped.)

After the first reading, sit in one of the chairs behind the pulpit for the responsorial psalm. When the psalm is concluded, approach the pulpit and proclaim the second reading. When finished, if the priest or deacon is using the Book of the Gospels, place the Lectionary on the shelf under the pulpit. If no Book of the Gospels, leave the Lectionary open and return to your seat.

## THE GENERAL INTERCESSIONS(PRAYER OF THE FAITHFUL)

Note:When a Deacon is serving at the Mass, the Intercessions are part of his liturgical role and, as such, the Deacon will announce the intercessions.

Toward the end of the Creed after the homily, on the line, "We believe in one, holy, Catholic and apostolic church..." Approach the pulpit for the General Intercessions. The priest will introduce and close the Intercessions with a prayer. The Lector should remain at the pulpit until the priest's prayer is concluded, then return to the lector's pew.

## AT THE END OF MASS

The Lectionary is left on the pulpit and the Lector returns to the same position in front of the pews as before Mass. Bow and Genuflect with the priest and follow the cross and candles out in procession carrying a hymnal, joining in the singing of the closing hymn.

## SPECIAL NOTES

In some cases the Church gives us short forms of the readings. Prepare the longer form for the Mass. In this way, you will be prepared for either preference of the priest.

Occasionally on feasts and solemnities, the Church assigns a Sequence, a poem, that is read after the second reading. Normally, the Lector will be asked to read the Sequence.

Every Lector should receive a Study Guide for the readings to help in preparing the readings for the day. Review the readings several times and, if it helps, read them out loud at home.