



Lector Manual

Dear Lectors,

The Mass is the central action of our parish. The primary reason our parish exists is to form saints and this is primarily done through the celebration of the Mass. Everything we do, whether that be our school, PSR program, parish picnic, quilting sodality, etc. flows from our celebration of the Mass and is designed to lead back to the weekly celebration of the Mass.

The General Instruction of the Roman Missal teaches us that “when the Sacred Scriptures are read in the Church, God himself speaks to his people.” (GIRM no 29). As a lector, you serve as a servant of the Lord who speaks to his people at Mass. This guide is intended to help you fulfill this ministry here at St. Theodore parish.

I want to take a moment to thank you for embarking upon this important ministry as an lector. It is my prayer that your service as a lector, will assist our parish community, in as we seek to more fully participate in the Holy Mass. May God bless you and our parish family for your charity.

Sincerely,

Fr. Peter Fonseca
Pastor

USHER QUALIFICATIONS

- Must actively practice the Catholic faith and should regularly receive Holy Communion.
- Possess the requisite abilities and temperament to proclaim the Word of God before a congregation.
- Must be at least a high school freshman or selected by the director of family catechesis.
- Be of such health that you are able to stand and move around during Mass as needed.
- All ushers are expected to wear “Sunday clothes.”

SCHEDULING

- In conformity with the General Instructions of the Roman Missal 2 lectors will be assigned to each Mass.
 - The first lector listed will read the 1st reading and recite the psalm (if not sung)
 - The second lector listed will read the 2nd reading and the petitions (if there is no deacon)
- A schedule will be sent out by the parish office at least one month ahead of time.
- The lectors for the following weekend will be posted in the Sunday bulletin.
- If you cannot make your assigned time, we ask that you do your best to find a substitute. If you are not able to find a substitute, please call the office to inform them that you will not be present.

PROCEDURES BEFORE MASS

- Prior to arriving at church, please take time to review the Sunday readings and to practice reading them out loud.
 - You can find a copy of the Sunday readings at <https://bible.usccb.org/daily-bible-reading>.
- Please arrive 10 – 15 minutes before the start of Mass and check in with the priest celebrant.
- Check to be sure the Lectionary is on the ambo and is opened for the correct readings. Check to verify that the folder with the petitions is underneath the Lectionary.
- Find a seat near the front and on the aisle on the ambo side of the church.

PROCEDURES DURING MASS

- At the conclusion of the Collect, when everyone else is being seated for the readings, come forward to the base of the sanctuary, make a slight bow and proceed to the ambo.
 - If you are the second reader you can have a seat in the chair next to the credence table
- When announcing the reading, simply say, “A Reading from ...” as printed in the Lectionary.
 - Do not say “The first Reading is ...”
- After a pause, proclaim the Scriptures loudly and clearly, speaking slowly and distinctly. At the end of the reading, pause, look at the assembly, and say “The word of the Lord.”
- If you will be proclaiming the responsorial psalm, pause for a moment and then loudly and clearly say the responsory verse. After the congregation repeats the verse read that stanza. When you have completed the stanza and it is time for the congregation to repeat the responsory verse, pause and look up at the assembly.
 - If the Responsorial Psalm will be sung, return to your seat.
- Following the Responsory Psalm, pause for a moment (and if necessary approach the ambo). Announce the second reading in the same fashion as the first reading. Once again proclaim the reading loudly and clearly, speaking slowly and distinctly. At the end of the reading, pause, look at the assembly, and say “The word of the Lord.”
- At the conclusion of the second reading, leave the ambo. When you come to the base of the sanctuary, turn around and make a bow to the altar and then return to your seat.
- If there is no deacon you will read the petitions. As the Creed is nearing its conclusion come forward to the sanctuary. Make a bow to the altar and proceed to the ambo. After Father provides the introduction to the petitions, read the first petition.
- At the conclusion of each petition, after you say “we pray to the Lord,” pause, look up at the assembly and wait for them to respond “Lord hear our prayer” before moving onto the next petition.
- When you have finished the last petition and the assembly has made their response, turn and look to the priest celebrant.
- Following the concluding prayer by the priest move the edge of the sanctuary, bow to the altar and return to your seat.