

CHECKLIST FOR LECTORS

PRIOR TO YOUR SCHEDULED MASS

IN PREPARATION FOR PROCLAIMING

1.		Take sufficient time to review your assigned reading prior to your scheduled mass. Familiarize yourself with the text of the passage, the subject matter, the nuances in tone and pacing to appropriately apply, and any unfamiliar words or names you may need to research to properly pronounce. In short, make sure you have a full, comprehensive grasp of the passage before the day of your mass. Use any and all resources at your disposal, including (<i>but not limited to</i>) the Liturgy Workbook provided to you.
2.		When there is more than one option for the readings (<i>i.e., feast days and high holy days</i>), call the office and ask which reading the celebrant is planning to do.
3.		Always be prepared. You may have to do both readings and/or other parts
4.		Be sure to provide the courtesy to always arrange for a replacement if you are unable to attend your scheduled mass (<i>check the current roster for a substitute</i>), making sure you give enough advance notice so they can properly prepare. The rubrics strongly instruct that someone other than the celebrant or deacon is to proclaim the Word, so a replacement <i>must</i> be secured in your absence.

DAY OF YOUR SCHEDULED MASS

AT THE START OF MASS

5.		Arrive at least 20-15 minutes before mass is scheduled to begin.
6.		Cross your name off of the calendar in the sacristy and initial to indicate you were present to serve at your assigned mass (<i>do the same if replacing someone else</i>).
7.		CHECK FOR ABSENTEES. See no. 19 in back if there is someone missing.
8.		Pick up reader medallion in sacristy to wear.
9.		Go to ambo to check the reading and position bookmark, then close lectionary.
10.		Greet incoming parishioners while waiting for mass to begin.
11.		Line up behind altar servers and before the celebrant/deacon to process up. <i>You can bring a copy of the missalette to sing from while processing up.</i>
12.		At the base of the altar, bow/reverence the altar - the main thing is that both lectors are in unison.

FOR THE LITURGY OF THE WORD

13.		Going up, make sure to reverence/bow towards the altar (not the ambo) before heading to the ambo and breaking open the lectionary.
14.		Make sure your posture is sufficient for entire congregation to see you clearly above the ambo. <i>Use the sliding footer to increase your height if necessary.</i> Adjust the microphone to your comfort.
15.		Proclaim the reading which you have practiced.
16.		After reading and before exiting, step back, bow/reverence the lectionary, then: <i>for 1st Reader: adjust the bookmark/page(s) for the next lector;</i> <i>for 2nd Reader: close and put the lectionary on the shelf below.</i>

AT THE CONCLUSION OF MASS

17.		Go to the ambo and reset the bookmark for the next mass, then close the lectionary. Leaving the lectionary on top of the ambo, you can either give the Book of the Gospels to the deacon or leave it at the sacristy for the next mass' procession.
18.		Remember to take the medallion back to the sacristy. And you're done!

CHECKLIST FOR LECTORS

IF SOMEONE IS ABSENT (*list by order of mass*)

19.		Check for other lectors in the assembly whom you can ask to fill in. If necessary, go to the microphone to make a general announcement/request for a volunteer(s). <i>The following mass parts will need to be covered if there is an absence-</i>		
20.	PART	ABSENT	ACTION	
	Opening Commentary	Commentator	1 st reader will do the opening commentary from the lower podium. Afterwards, either: a) <i>go to the front of the pews and wait to meet up with the other lector when they process up, so you can both reverence/bow in unison to the altar as normal; or</i> b) <i>remain in the west wing; then at the 1st reading, walk across the front of the altar, reverence/bow to the altar, then proceed to the ambo to proclaim the reading.</i>	
	Book of Gospels	Deacon	1 st reader processes up to the altar (<i>in front of celebrant</i>) holding the Book of Gospels above the waist (<i>at eye level or above the head</i>), to place on the altar for the priest. Since carrying the Book, no need to reverence/bow in front of the altar.	
	Reading	Lector	Lone lector does both passages; returns to pew between readings during the Responsorial Psalm, then goes back up to the ambo to do the 2 nd reading - <i>no need to reverence/bow a second time.</i>	
	Responsorial Psalm	Music Ministry (<i>absent or elects not to do the psalm</i>)	1 st reader reads the Responsorial Psalm; steps back after reverencing/bowing at conclusion of 1 st reading, remains on the altar, pausing momentarily for a sufficient break, then moves back front to the microphone to begin the Responsorial Psalm. Returns to pew at conclusion of last response.	
	Prayers of the Faithful	Deacon	Commentator will do the intercessions.	
	Concluding Announcements	Commentator	2 nd reader will do the concluding announcements.	

CHECKLIST FOR LECTORS

IF SOMEONE IS ABSENT (list by order of participant)

19.		Check for other lectors in the assembly whom you can ask to fill in. If necessary, go to the microphone to make a general announcement/request for a volunteer(s). <i>The following mass parts will need to be covered if there is an absence-</i>		
20.	ABSENT	PART	ACTION	
	Lector	Reading	Lone lector does both passages; returns to pew between readings during the Responsorial Psalm, then goes back up to the ambo to do the 2 nd reading - <i>no need to reverence/bow a second time.</i>	
	Commentator	Opening Commentary	1 st reader will do the opening commentary from the lower podium. Afterwards, either: a) <i>go to the front of the pews and wait to meet up with the other lector when they process up, so you can both reverence/bow in unison to the altar as normal; or</i> b) <i>remain in the west wing; then at the 1st reading, walk across the front of the altar, reverence/bow to the altar, then proceed to the ambo to proclaim the reading.</i>	
		Concluding Announcements	2 nd reader will do the concluding announcements.	
	Deacon	Book of Gospels	1 st reader processes up to the altar (<i>in front of celebrant</i>) holding the Book of Gospels above the waist (<i>at eye level or above the head</i>), to place on the altar for the priest. Since carrying the Book, no need to reverence/bow in front of the altar.	
		Prayers of the Faithful	Commentator will do the intercessions.	
Music Ministry (<i>absent or elects not to do the psalm</i>)	Responsorial Psalm	1 st reader reads the Responsorial Psalm; steps back after reverencing/bowing at conclusion of 1 st reading, remains on the altar, pausing momentarily for a sufficient break, then moves back front to the microphone to begin the Responsorial Psalm. Returns to pew at conclusion of last response.		