

St. Charles Borromeo Lector Guidelines

“Servers, lectors commentators, and members of the choir also exercise a genuine liturgical function. They ought, therefore, to discharge their office with the sincere piety and decorum demanded by so exalted a ministry and rightly expected of them by God's people.

Consequently, they must all be deeply imbued with the spirit of the liturgy, each in his own measure, and they must be trained to perform their functions in a correct and orderly manner.” - Sacrosanctum concilium, 29

- Lay ministers shall exercise only one ministry during a given liturgy so as to focus solely on their responsibilities for that ministry (*Sacrosanctum Concilium*, 28)
- Lectors shall arrive 10-15 minutes prior to Mass and sign in on the clipboard sitting on the bookshelf next to the corner door of the worship space.
- Finding Substitutes: If you are unable to serve, please log in to Ministry Scheduler Pro, find the service time you are needing a substitute for, and click the “request sub” link. All available ministers will receive the notification that a substitute is needed. The sub interested and available to take the spot will click the “volunteer” link. There is nothing else that needs to be done.
 - If for any reason you do not use MSP to find your sub, you will need to contact the Director of Liturgical Ministry with the change.
- Dress Code:
 - Lay ministers should be the best dressed members of the assembly. Think business casual or “Sunday best.”
 - Modesty: Shoulders, neckline, and back should be adequately covered. Skirts/dresses should be a modest length for bowing, genuflecting, and sitting.
 - Neither men nor women shall wear any type of shorts, jeans, athletic shoes, or other athleisure clothes.

Procedures

1. After checking in, please be seated closer to the front of the church to minimize walking time.
2. Look at the lectionary before Mass begins to familiarize yourself with what the page looks like and make sure that it is open to the correct page for the first reading.
3. First Reader: after the opening prayer, when everyone is being seated, step out of your pew, and approach the center of the altar. Stop and bow at the waist to the altar, then proceed up the stairs to the ambo.
4. Take a moment to situate yourself, then begin: “A reading from...” When you have finished the reading, pause, then conclude with “The Word of the Lord.” You may return to your seat the same way you came, bowing to the altar once you have reached the floor.

5. If there is no second reader, the first reader will still return to their seat, then reapproach the altar after the Responsorial Psalm is sung.
6. If there is no psalmist, and the Responsorial Psalm is to be read, the first reader will remain at the ambo, take a pause after the First Reading, and then begin the psalm. The response should be read once by the lector then repeated by the congregation before continuing with the verses. It is appropriate to make a simple gesture of raising one hand in a manner that indicates the congregation should join in each time the response is recited.
7. Second Reader: after the psalmist has finished and is in the process of leaving the ambo, you may begin walking towards the center of the altar. Bow to the altar, then proceed to the ambo.
8. Proclaim the reading according to Step 4. When you are finished reading, if the Book of Gospels is being used (which 9 times out of 10 it will be), close the lectionary, and place it on the shelf under the ambo. If the Book of Gospels is not being used, leave the lectionary open on the ambo. You may then return to your seat, bowing to the altar when you reach the floor.
9. If there is no deacon, the Petitions are read by the second reader. During the Creed when we say, "I believe in One, Holy, Catholic, and Apostolic Church," begin walking towards the center of the altar, make the same bow, then proceed to the ambo. Take the sheet of paper with the petitions from the shelf under the ambo and wait for Father Jeff to give the introduction, then you may begin reading the petitions.
 - a. The last petition is always for the intention for that Mass, so make sure you look at the sheet before Mass begins so that you know which one you are doing.
 - b. Once you are finished, place the sheet back on the shelf, wait for Father Jeff to give the concluding prayer, then you may return to your seat for the presentation of the gifts.
10. Please note: no sign of reverence is ever given to the ambo in the form of bowing or anything else. We only bow to the altar.

Thank you for your service to St. Charles Borromeo in this ministry. If you have any questions, please don't hesitate to reach out.

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