

## **The Catholic Community of Saint Gabriel Minister of the Word Reference Manual**

### **Introduction**

This reference packet specifies the procedures to be used by Lectors when they are practicing their ministry during Mass at St. Gabriel Church. The Liturgy Worship Commission, parish staff, and other ministries have developed this set of procedures to reflect our community in worship.

Active ministers should review these procedures regularly. Please remember that a presider can alter many of these procedures for particular liturgical circumstances so prior coordination before the start of a Mass is essential.

### **Preparing for a ministry reading assignment**

No minister, regardless of his or her years of experience can expect to practice his or her ministry well without thorough advance preparation. The following steps will assist a minister in preparing:

- Read the assigned material one or two times to yourself.
- Read the accompanying background information in the margins of the workbook including pronunciations.
- Reflect on the meaning of the message.
- Read the material aloud. Pay particular attention to voice inflection, pace, enunciation, pronunciation, and expression.
- Read the material to an audience such as your family and ask for feedback.
- Reflect on the material again.

### **Procedures for reading at a Mass**

#### ***Before Mass***

- Arrive 15-20 minutes before the scheduled start of the Mass. If you arrive later than 10 minutes before the start of Mass and a substitute has already been found, the substitute will read at the Mass.
- Locate the assigned readings in the minister's *Lectionary*, which will usually be on the table in the sacristy. Locate any additional readings that may be needed due to special circumstances such as a *Baptism, Rite of Welcoming*, etc. Review all readings. If needed, refer to the pronunciation guide on the bulletin board in the sacristy.
- Review the *Prayers of the Faithful*, paying particular attention to the correct pronunciation of the names of individuals. Ask the presider how to pronounce names that you are unfamiliar with. If a Deacon is present at Mass, he will read the *Prayers of the Faithful*.
- Review the announcements to be made both prior to and at the close of Mass.
- Locate the wireless microphone, which will be used for announcements and liturgy lessons. Check the battery. Check to be sure the microphone works by turning it on and looking for the red light.
- Place the *Lectionary* on the ambo and open it to the page of the 1<sup>st</sup> reading. Check the microphone to be sure that it is on by tapping it gently a few times. Put the binder with the *Prayers of the Faithful* on a shelf under the ambo and the folder with announcements in your pew after making any announcements before Mass.
- Return to the sacristy to pray with the other ministers and the presider before Mass.

## ***During Mass***

### Announcements before Mass

Announcements should be delivered directly in front of the ambo. Proceed to the sanctuary as the carillons finish ringing, deliver the announcements and then proceed to the back of the church for the entrance procession.

### Entrance Procession

- If a Deacon is present for the Mass, the Minister of the Word does not participate in the *Entrance Procession*.
- The Lector is in the procession directly ahead of the presider.
- The *Book of Gospels* is held chest high with the binding in the right hand so that the cover of the book faces the assembly.
- The procession proceeds down the center aisle of the church to the steps of the sanctuary. Usually, the altar servers are the only individuals in front of the lector in the procession. Each individual in the procession should allow the person(s) before him or her to be about halfway down the aisle before starting to process toward the altar.
- Once the lector arrives at the steps of the sanctuary, he or she should proceed without pause around the left side of the altar, place the *Book of Gospels* face down on the altar and step back to wait for the presider so that the lector and presider bow at the same time.
- If there is a liturgy lesson, immediately move in front of the ambo and face the presider, waiting for the appropriate time to deliver the lesson. If there is no liturgy lesson, turn to the right and walk in front of the ambo to the pew designated for the Minister of the Word. Remain standing.

### Liturgy of the Word

- As the opening prayer comes to a close, the assembly will sit to listen to the 1<sup>st</sup> reading. Instead of being seated, the lector should approach the ambo, step up and read the 1<sup>st</sup> reading. Read only the text in the *Lectionary*; references to chapter, verse, "6<sup>th</sup> Sunday in Ordinary time", etc. are not said aloud. If there is a children's liturgy, wait until the children are nearly in the chapel before moving toward the ambo.
- After completing the reading, pause a moment before saying, "*The Word of the Lord*". The assembly will respond, "*Thanks be to God.*"
- Step down one step to the right of the ambo and face the music ministers for the *Responsorial Psalm*. There may be as much as a one-minute silence before the music ministers begin the psalm.
- After the psalm has been sung, allow the last chord to fade and step up to the ambo again. Read the 2<sup>nd</sup> reading in the same manner as the 1<sup>st</sup>.
- When finished, close the *Lectionary* and put it on a shelf under the ambo to make room for the *Book of Gospels*. Turn to your right and step down from the ambo and return to your seat. Remain standing. The presider and assembly will rise momentarily for the reading of the *Gospel*.

### Prayers of the Faithful

- The lector does not read the *Prayers of the Faithful* if there is a Deacon present for the Mass.
- When the *Profession of Faith* is nearly complete (.. "We believe in One Holy ..."), the Minister of the Word should proceed to the ambo. The altar server should be moving at the same time.
- Immediately step up to the ambo and face the presider until he finishes reading the introduction to the *Prayers of the Faithful*. Begin the petitions as soon as the presider has finished the opening. It is only necessary to say, "Please respond..." if the response is something other than "*Lord, Hear our Prayer.*"
- Once the lector has finished reading the petitions, he or she should turn to face the presider for the closing of the prayer. Do not step down from the ambo. Once the prayer is complete and the assembly has been signaled to sit down, return to your seat for the remainder of the Mass.

### Announcements at the close of Mass

- After the quiet reflection at the end of Communion, the presider will stand and say, "Let us pray..." The lector should then immediately move to the sanctuary in front of the ambo, face the presider and listen to the closing prayer for Communion.
- The presider will then turn to the lector who will read the announcements. Face the assembly, read the announcements and then turn back to face the presider. Do not move back to your seat after reading the announcements.
- After the assembly has responded, "Thanks be to God," return to your seat for the closing hymn.

### *After Mass*

- Return the *Lectionary*, *Book of Gospels*, folder with announcements, and *Prayers of the Faithful* to the table in the sacristy.
- Check off your name on the schedule that is posted on the bulletin board.
- Check the schedule for your next scheduled reading time.
- Check your folder in the *Minister of the Word* file box in the sacristy for any new schedules or announcements.