



Lector Handbook



Table of Contents

Liturgical Participation.....	3
Overview	4
Lector Contact Information	4
Qualifications for Becoming a Lector	4
Lector Scheduling	5
Pre-Mass Preparation and Practice.....	5
Prepare and Practice	5
Preparation before Mass.....	6
Low Gluten Host Minister / Extraordinary Minister of the Eucharist	7
Mass Responsibilities	7
Opening Greeting – Lector 1	7
First Reading – Lector 1	7
Second Reading – Lector 2	8
Intercessions – Lector 2.....	8
Distribution of Low Gluten Hosts	8
Conclusion.....	9
Glossary of Terms	10
Most Sacred Heart Church Layout	13

Liturgical Participation

United States Conference of Catholic Bishops

With excerpts from Vatican II: The Conciliar and Post Conciliar Documents

The celebration of Mass is an act of the whole assembly gathered for worship. This action, lies at “the center of the whole of Christian life” (General Instruction of the Roman Missal [GIRM], no. 16)

Roles in the Liturgy are exercised by lay people who place their time and talent at the service of the liturgical assembly as acolytes (altar servers), lectors, extraordinary ministers of Holy Communion, cantors, choir members, instrumentalists, leaders of song, and ushers. Others contribute their time and talent to planning and organizing the Liturgy; to keeping the church and the vestments, vessels, and appointments clean and well ordered; or to providing decorations that reflect the spirit of the liturgical feast or season. This variety of offices and roles is desirable and should be maintained.

A wide variety of services needs to be performed, and it is preferable that different individuals exercise those services so that the talents and gifts God has placed within the Christian community are fully used and that these roles of service are not monopolized by a few.

All the baptized need to understand that part of their duty regarding the Liturgy is to accept some responsibility for the Liturgy, to place themselves and their God-given talents at the service of the liturgical community whenever possible.

Not all members of the parish community will have the time, energy, strength, or ability to serve in these roles. However, individuals must be careful not to excuse themselves too easily. What is important is that all understand that the celebration of Liturgy is not just the responsibility of the pastor, although he is delegated by the bishop to oversee the liturgical life of the parish. Pastors need the help of people who are serious about living out their baptismal right and responsibility to worship.

Those who come together for Liturgy do not have the luxury of acting as spectators, waiting for all to be done for them. “Full, conscious, and active participation” in the Liturgy (as commended by the Second Vatican Council) is not only their right but also their duty and their responsibility.

The Liturgy, then, is about the action of God’s own people, each with different offices and roles. When we play our roles in the Liturgy with our bodies, minds, and hearts fully engaged, we make to God a perfect sacrifice of praise.

Overview

“In the beginning was the Word, and the Word was with God, and the Word was God. He was in the beginning with God. All things came through him, and without him nothing came to be. What came to be through him was life, and this life was the light of the human race; the light shines in the darkness and the darkness has not overcome it.” John 1:1-5

“For the word of God is alive and active. Sharper than any double-edged sword, it penetrates even to dividing soul and spirit, joints and marrow; it judges the thoughts and attitudes of the heart.” Hebrews 4:12

Lector Contact Information

Director of Lay Pastoral Ministry

Sarah Beams

Email Address: sarahbeams@sacredhearteureka.org

Phone Number: 636-938-5048

Lector Coordinator

Tom Merriman (09:30 Mass)

Email Address: tmerriman@stifelbank.com

Phone Number: 636-938-7438

Lector Trainer / Coaches

Saturday 5:00pm Mass – JoAnn Jones

Sunday 07:30pm Mass – John Bachmann

Sunday 09:30pm Mass – Tom Jamski

Sunday 11:30pm Mass – Robert Fasl

Qualifications for Becoming a Lector

Any confirmed Catholic adult of good moral standing (this includes a valid sacramental marriage in the Catholic Church) wishing to serve as Lector are welcome to sign up for this ministry.

Training is required prior to serving at Mass. Please contact one of the current Lectors or the Rectory if you are interested in becoming a Lector. You will be contacted by someone regarding the process and to setup training to acquaint you with your role as Lector.

CLOTHING: The way a minister dresses conveys a message to the congregation and speaks about the importance of his/her ministry. Lectors are asked to dress respectfully for this ministry. Men are to dress in a shirt with a collar and women should wear modest clothing.

Lector Scheduling

All Liturgical Ministers are scheduled using the Ministry Scheduler Pro application. When you sign-up and are trained to become Lector, you will be given access to Ministry Scheduler Pro, which will allow you to:

- Enter Contact Information (Phone Number, Email)
- Enter Mass Preference Times
- Enter Can't Serve Dates (for quarterly scheduling)
- View Masses you are scheduled (with the opportunity of requesting subs if you are unable to attend a mass you are schedule)
- View opportunities to substitute for other ministers that are unable to attend their upcoming service or sign-up for other opportunities to serve (i.e. Holy Days of Obligation)
- Schedule reminders for when you are assigned to be a Lector

You will receive links to videos and documentation on how to use Ministry Scheduler Pro once you are trained. Additionally, software for your phone is available to allow you perform many of the above-mentioned tasks on your phone.

Quarterly, you will be emailed asking you to update your contact information, mass preference times, and can't serve dates in preparation for running the next schedule. Please pay attention to those emails and target dates as once that end date has passed for updating your information, the only way to change your schedule is to request a sub.

If you don't have access to email or uncomfortable using the on-line system, please contact your minister leader to make them aware so arrangements can be made to contact you regarding scheduling issues.

Pre-Mass Preparation and Practice

Prepare and Practice

As part of the Lector training and periodically through the year, Lectors will be given a "Workbook for Lectors", which will contain the readings for each Mass. Find the readings that you are scheduled to read prior to the Mass and practice. Readings will also be available on the Ministry Scheduler Pro Application and Web Site. Here is the process for finding the readings and audio for a Mass:

From the Ministry Scheduler Pro Web Page:

<https://secure.rotundasoftware.com/1/web-terminal/login/MostSacredHeartEureka?>

1. Logon to Ministry Scheduler Pro with your User Name / Password
2. Go to the TAB "My Scheduler"
3. Click on the Mass date that you are scheduled to Lector

4. On the Right-Hand side of the page, you will notice a section called “Resources”. Under that area, you will find Links to Ministry Documents and the “USCCB Daily Readings. Click on the “USCCB Daily Readings.
5. A new web page or TAB will open with the readings for that Mass.
6. Audio is also available from that web page by:
 - a. Click on the Daily Readings – Audio Link, which is located on the right side of the page under “Items of Interest”
 - b. Under the “Audio Readings” heading at the center of the page, click the Mass that you will be a Lector and it will open a page with the appropriate audio.

From the Ministry Scheduler Pro App:

1. Open the MSP App
2. If you have already logged on the system previously, you will be presented with a “My Schedule” page.
3. Select the Mass you are scheduled to Lector and information on that Mass will be available.
4. Select Resources, which will bring you to a “Resources” page.
5. Under “USCCB Daily Readings”, select the Daily Readings from the New American Bible to see the readings for that Mass.
6. Under “Audio for USCCB Daily Readings”, select the Audio Readings of the daily readings to listen to the readings for that Mass.

Practice the readings until you feel comfortable. Practicing will help you identify words that you might need help with the pronunciation and help you to work on the annunciation and pace of the reading. If you have questions on pronunciations, please ask the Priest or Deacon prior to Mass.

Preparation before Mass

Please arrive at least 15 minutes before Mass and choose a seat near the Ambo. Once you have selected your seat gather in the area outside the Priests Sacristy and take some time to do the following:

- If you are Lector 1, please ensure the Lectionary is set to the readings for that Mass. Also, take some time to adjust the microphone so that it is pointing to your chin when you are standing.
- If you are Lector 1, please read through the greeting until it feels natural and fluid.
- If you are Lector 2, please read through the intercession until it feels natural and fluid. Please pay attention to the names and punctuation.

It is important that you stay in the back of Church before the Mass to be available for the Priests and Deacons. Occasionally there might be additional instructions that you need to be made aware.

Low Gluten Host Minister / Extraordinary Minister of the Eucharist

Lector 2 will also serve as the Minister for the Low Gluten Host. If you are not comfortable serving as a Low Gluten Host Minister, please work arrangements with Lector 1 or the Lead Extraordinary Minister of the Eucharist to fill the responsibility.

Please also check the Extraordinary Minister of the Eucharist outside the Brides Room to see if they need any help with the Distribution of Communion. This is not a requirement, but Lectors are in a unique position to serve in multiple roles at Mass and are encouraged to be trained as Extraordinary Ministers of the Eucharist.

Mass Responsibilities

Opening Greeting – Lector 1

Lector 2 can be seated before Mass after making sure there are no additional instructions from the Priest.

The Priest will send Lector 1 for the opening greeting. If the Church Bells are ringing, please wait to ascend the stairs to the Ambo until they have finished. With a spirit of welcome, read the greeting and then turn the page from the greeting to the page with the intercessions to allow the intercessions to be easily accessible later.

First Reading – Lector 1

After the opening prayer, wait until all have seated and then proceed to the bottom of the stairs. At the bottom of the stairs, bow and then ascend to the Ambo.

Start the First Reading:

- After the announcement of “a reading from the” take a mindful breath before speaking
- Proclaim the reading paying attention to the following
 - It is important to read with inflection
 - Eye contact should be natural
 - Please observe the natural flow of the words regarding commas, periods, and semicolons. The Word should be unrushed.
 - Use pauses to accentuate
- After proclaiming, take a mindful breath, look up and speak a genuine “Word of the Lord”
- Please flip the page in the Lectionary so that the second reading will be available to Lector 2.
- In order to promote silence and reflection, take one step back and simply bow your head for a period of around 10 seconds or a “Glory Be to the Father”.
- Descend for the Altar and proceed to your seat

Second Reading – Lector 2

After the Psalmist has concluded and is seated, Lector 2 will proceed to bottom of the stairs, bow, and then ascend to the Ambo. If the Psalm is proclaimed from the Choir Loft, still allow a sensible silence before proceeding to the Ambo.

Start the Second Reading

- After the announcement of “a reading from the” take a mindful breath before speaking
- Proclaim the reading paying attention to the following
 - It is important to read with inflection
 - Eye contact should be natural
 - Please observe the natural flow of the words regarding commas, periods, and semicolons. The Word should be unrushed.
 - Use pauses to accentuate
- After proclaiming, take a mindful breath, look up and speak a genuine “Word of the Lord”
- Remove the lectionary upon completion of the proclamation of the second reading and reverently place it beneath the ambo.
- In order to promote silence and reflection, take one step back and simply bow your head for a period of around 10 seconds or a “Glory Be to the Father”.
- Descend for the Altar and proceed to your seat

Intercessions – Lector 2

Toward the end of the creed, but before it is completed, proceed to the Ambo in preparation for general intercessions.

Please pay attention to the following saying the general intercessions:

- When reading the intercessions, please say the “Lord hear our prayer” silently/softly to encourage the congregation to respond.
- Be sure phonetics have been rehearsed prior, **especially names**, which will be phonetically made clear.
- If no names appear on the lines, do not read that intercession
- After the final petition turn ninety degrees and allow the Priest to close the intercessions with a closing prayer and then descend the stairs to your seat.

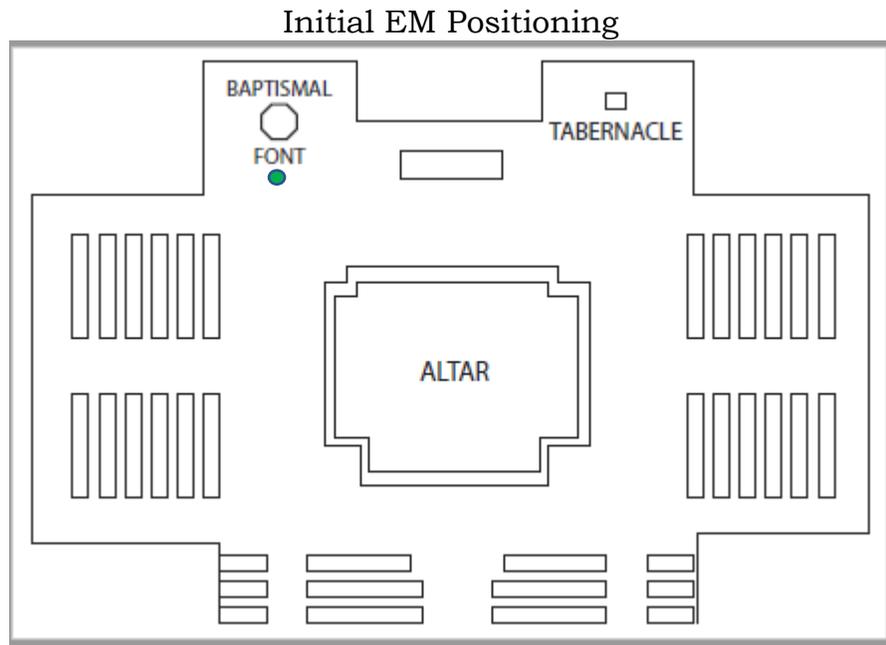
Distribution of Low Gluten Hosts

After the Sign of Peace, the Lector that will distribute the Low Gluten Host should stand behind the Altar at the bottom of the stairs behind the Altar. When the Extraordinary Ministers ascend the stairs to receive Communion, ascend the stair and take a position to the right of the Altar Servers and Left of the Extraordinary Ministers of the Eucharist. Once you receive Communion, wash your hands and then return to the Altar to pick-up the Pyx from the Priest or Deacon. Take a position directly in front of the Baptismal Font where

those Parishioners that require a Low Gluten Host will go. Once you have finished, please return the Pyx to the table near the Blessed Sacrament.

Low Gluten Host Minister

- Low Gluten Host



Conclusion

The preceding pages of this handbook may be overly detailed to those who are active in the ministry for many years, but it serves both new and established Ministers to help create a more standard process. By striving for procedural consistency among Lectors, the assembly will feel more at ease, enabling them to be free from distractions and enter more deeply into the celebration.

At times, you will make mistakes in these procedures. What is most important is to maintain an attitude of reverence and worship towards the real presence in the readings you proclaim.

Glossary of Terms

Altar – The table in the sanctuary at which the bread and wine are prepared and transformed into the Body and Blood of Christ.

Ambo (Lectern/Pulpit) – The platform where the readings and homily take place.

Baptismal Font – A stand with a basin or pool containing water in the area of church where Baptism takes place.

Bells – Rung during the consecration of the Mass.

Book of Gospels – The book which contains the Gospel readings.

Chalice – The metal cup (either gold or silver) used to hold the wine that will be consecrated and distributed to the assembly at Mass.

Ciborium – A metal container with a lid used to store consecrated hosts in the tabernacle.

Communion Cups – Goblets used for distribution of Holy Communion.

Corporal – The large, square white cloth which is placed on the altar underneath the chalice and platen.

Credence Table – The table located to the left of the Altar, used to hold the purificators, chalices, and other items needed for the celebration of Mass.

Cruets – Water and wine containers.

Finger Bowl and Towel – Used for the rite before Eucharistic prayer.

Flagon (Pitcher) – The pitcher used to hold the wine which will become the Blood of Christ during the consecration.

Gift Table – The table in the back of the center aisle where the bread and wine are placed before Mass begins.

Lectionary – The book which contains the Scripture readings.

Nave – area where the gathered faithful sit during Mass

Pall – A piece of cardboard or plastic which is covered by linen and used to cover the chalice.

Paschal Candle – The tall candle which is blessed and used during the Easter season, baptisms, and funerals.

Pews – The bench-like seats in the main body of the Church.

Presider's Chair (Celebrant Chair) – The chair in which the priest sits.

Processional Cross/ Crucifix – The cross carried in and out of the Mass.

Purificator – A long narrow piece of folded linen cloth, which sometimes has a small cross sewn on. It is used by the priest and Eucharistic Minister to wipe the chalice after a person takes a drink from it.

Pyx – The small metal container which is used to hold consecrated host(s) when visiting the sick or homebound.

Sacramentary – The book of prayers and instructions used by the priest during the liturgy.

Sacristy – The room next to the Sanctuary where the priests, altar servers, and other ministers prepare for the Mass. There are two sacristies at Most Sacred Heart Parish; the Priests located on the south side of the **Vestibule/ Narthex** and the Servers sacristy located through the door and to the right of the south transept.

Sanctuary – The raised area in the front of the church. It is considered a holy and special area because this is where the sacrifice of the Mass is offered and where the word of God is read. It should be approached with great respect.

Tabernacle – The gold “safe” in which the Blessed Sacrament (Consecrated Host) is stored.

Taper – implement used to light and extinguish candles.

Thurifer – The person who carries the censer and incense boat. The Thurible is the censer and the Boat contains the incense placed by the priest/deacon on the coals in the Thurible.

Vestibule/ Narthex – The back of the Church where the main entrance doors to the Church are located.

Vestments – Vestments are what the priest and altar servers wear during Mass.

Alb – A long white linen robe worn by the priest and altar servers.

Cincture – A cord made of silk or cotton with tassels on the ends. It is used around the waist to secure the alb so that it will not interfere with walking.

Stole – A long strip of cloth worn by the priest around his neck and shoulders.

Chasuble – Colored vestment worn only by the priest.

Color of Vestments and Altar Cloth: The color of vestments gives expression to the mysteries of our faith and is like a calendar for the church year.

White – Masses of Easter, Christmas season, Feasts and Memorials of Jesus, Mary, the Angels, Saints who were not martyrs, Weddings, and Funerals, symbolizes Purity, Holiness, Joy, Triumph, and the Resurrection.

Red – Used on Passion Sunday (Palm Sunday), Good Friday, Pentecost, feasts of the Apostles, Evangelists and Martyrs. Red symbolizes the Holy Spirit and the blood of martyrs.

Green – Used during Ordinary time, symbolizing Life, Growth and Hope.

Violet – Used during Lent and Advent, symbolizing Penance, Atonement and Expiation.

Gold – More festive than white, which may be used on more solemn days such as Easter and Christmas, and also symbolizes Joy, Triumph and the Resurrection.

Items Used for Special Celebrations

The Monstrance – The Monstrance looks like a sun burst with a glass center. The back of the Monstrance has a small door. The inside holds a glass container called the Luna. The priest puts a consecrated host in the Luna, and places the Luna in the Monstrance. The Monstrance is then placed on the Altar for Benediction or Exposition of the Blessed Sacrament.

Incense, Incense Boat, Censer/Thurible - Incense is perfumed grains that are burned during special occasions. An Incense Boat is the container that holds the unburned incense. The Censer/Thurible is a metal container that holds hot coals. It has a top with air vents and a long chain so that it can be carried. Incense is scooped out of the incense boat and sprinkled on the hot coals in the censer. When the incense is burned in makes smoke.

The Aspergillum and Container – the Aspergillum, or sprinkler, usually looks like a ball on a handle. The priest puts the Aspergillum in a container of Holy Water, so that water will get inside the Aspergillum through little holes. The priest then walks through the church and blesses everyone by sprinkling them using the Aspergillum. This is used on special celebrations.

The Ministers at Mass

Priest – Specially ordained men who consecrate and offer the Body and Blood of Jesus at Mass. They forgive sins, perform baptisms, marriages, funerals, run the parish and lead the people closer to God. Their ordination to the priesthood can be traced to the Apostles who were the first priests after Jesus.

Deacon – A Deacon is like a priest in training. He can assist in preaching, perform baptism, marriages, and help run the parish. He does not offer mass or hear confessions.

Altar Servers – A young boy or girl, or an adult who is specially trained to assist the priest at mass.

Eucharistic Minister – A person who is specially conferred by the Bishop to assist the priest in giving communion. They also can bring communion to people who are sick at home or in the hospital.

Lector – The person who reads the Epistles (first and second readings) and the Prayers of the Faithful at mass.

Sacristan – The person whose ministry is the care of the sacristy, sanctuary, vestments, sacred vessels, etc.

Usher/Greeter – Individuals assisting those attending Mass to find appropriate/available setting.

Bishop – A Bishop is higher than a priest, he's like their boss. He has the authority to ordain priests. This authority is given to him by the Pope.

Cardinal – A Cardinal is a high church official ranking next in line to the Pope. He assists and advises the Pope, consecrates Bishops and elects the Pope.

Pope – The Pope is the supreme authority of the Catholic Church. He is sometime called “Pontiff” and “Holy See”, and will be the leader of the church until he dies.

Most Sacred Heart Church Layout

