

# Minister of the Word Instructions

## Catholic Community of Pleasanton 2008 - 2009

### Minister of the Word and Rehearsal Instructions

1. Find your reading in the Missalette or Lector Workbook.
2. Read for the message.
3. Reread for the full understanding
4. Read for enjoyment.
5. Read for content.
6. Determine reading type.
  - a. **Narrative:** Who is talking? Who are they talking to? When does the story start? Are there changes in mood? Where is the narrator going with the story? Is there a change in the narrator?
  - b. **Poetic:** Who is talking? Who are they talking to? Are there changes in mood? Where is the narrator going with poem? Is there a main mood to the poetry? What is the cadence and meter of the poem?
  - c. **Instructional:** Who is talking? Who are they talking to? What is the central point the teaching is trying to deliver? What are the side points and how do they reinforce the central point?
  - d. **Encouraging:** Who is talking? Who are they talking to? Is there an underlying message? Does the poetry use simile (like....)? Does the poem use metaphor (...my love is a fire....)?
  - e. **Prophetic:** Who is talking? Who are they talking to? Are there changes in mood? Is there feeling of doom or optimism or anticipation that we need to share to carry the meaning of the message? Is there a change in the narrator?
7. Reading Devices to help bring out the meaning of the reading:
  - a. Know the thrust or central point to which you must build the reading.
  - b. Know your points of emphasis.
  - c. Read the first line more slowly to focus yourself and your listener.
  - d. Know your points of emphasis.
  - e. Vary your rate.
  - f. Use pitch variation.
  - g. Use pauses.
  - h. Do not drop the last line of the reading. Keep energy up through the very last word.
8. Musts:
  - a. Clean, clear, articulate consonants: T, P, B, D, etc.
  - b. Loud enough to hear your "reverberant field".
  - c. Talk directly into the microphone.
  - d. Do not fidget.
  - e. Stand on both feet.
  - f. Pause before your reading. Make certain you have the attention of the congregation
  - g. Pause briefly after your reading and then give the conclusion, "The Word of the Lord". Don't rush the conclusion. Give each word a clear, clean expression.

Don't be afraid to mark up your study text. The lectionary will not have your marks, but these marks can help you develop your reading.

# **Minister of the Word Instructions**

## **Catholic Community of Pleasanton 2008 - 2009**

### **Minister of the Word and Rehearsal Instructions**

1. The lectors and all ministers meet in the sacristy before the Mass
  - a. Sign in
  - b. Look for your fellow reader
  - c. Check the lectionary to assure that the correct reading is marked. (Verify the correct date by referencing the Missalette)
  - d. Practice your reading
  - e. Check the area of the sign-in sheet and check with the liturgy coordinator for any special readings or a change in the readings
  - f. If the other reader isn't there, consult the liturgy coordinator who will assign another reader
  - g. Place the Lectionary on the ambo open to the page of the first reading
  - h. Remain in the sacristy area for a gathering prayer
  - i. Both lectors participate in the Procession.
  
2. The readings:
  - a. First lector goes to the ambo after the presider reads the first prayer and sits in the chair and/or after the children are dismissed for CLW
  - b. Do not start the reading until the church is quiet
  - c. Read the source "e.g., A reading from the letter to the Romans...", then the reading, then pause and conclude with "The Word of the Lord"
  - d. Step back, pause reverently for a brief moment, then bow and return to your seat
  - e. The Cantor will go to the Ambo and lead the congregation in the Psalm
  - f. As the Cantor leaves the Ambo, the second lector goes to the ambo and proclaims the second reading beginning with the source "e.g., A reading from the letter to the Romans....." And concluding with "The Word of the Lord"
  - g. Second lector steps back, pauses reverently for a brief moment, and goes to his/her seat`
  
3. The Prayers of the Faithful:
  - a. The lector who will be reciting the Prayers of the Faithful is responsible for placing the Prayers of the Faithful, on the shelf of the Ambo at St. Augustine and in the drawer of the Ambo at St Elizabeth
  - b. Lector should proceed to the Ambo as the presider reaches that part of the Profession of Faith that refers to the Holy Spirit, (i.e. "We believe in the Holy Spirit--") arriving before the conclusion of the Profession of Faith and the beginning of the Prayers of the Faithful
  - c. In some cases (especially when some RCIA rites are being celebrated), the Profession of Faith is not recited by the Assembly (ask the Liturgy Coordinator or Presider). If this is the case, ask the Liturgy Coordinator for your cue to proceed to the Ambo
  - d. The Lector remains at the Ambo until the Presider concludes the Prayers of the Faithful
  
4. The end of mass:
  - a. The lectors join the Presider (and concelebrant and Deacon if present) at the recessional. Neither the Lectionary nor the Book of the Gospel are carried in the Recessional
  - b. After the Recessional, the second reader should return the book from the ambo to the sacristy for the next mass at St. Augustine and place on the throne at St. Elizabeth.

# **Minister of the Word Instructions**

## **Catholic Community of Pleasanton 2008 - 2009**

### **Minister of the Word and Rehearsal Instructions**

#### **Book of the Gospels**

1. The Book of the Gospels is carried (processed) into the church at every weekend Mass and on special Feast Days by the Deacon or, in his absence, by a lector.
2. When the Book of the Gospels is carried into the church, carry the book high enough for the Assembled Faithful to see (Do NOT elevate it above your head, but at some "comfortable" height for you (make sure that you can see the floor so that you don't trip on anything) Carry the Book of the Gospels up the aisle to the first step of the altar (St. Augustine's), pause briefly (Do NOT bow) and proceed to place the Book of the Gospels flat on the Altar and proceed to your place with the other lector(s) at the first step of the Altar  
(Note: if the processional entourage has already arrived at the altar and bowed, just proceed to your pew in the Assembly. At St. Elizabeth Seton, process with the Book of the Gospels as indicated above but carry the Book around the Altar and place it flat on the Presider's side of the Altar. After the Book is in place, proceed to the Lector's side of the Altar, bow with everyone else and proceed to your pew in the Assembly.
3. At the conclusion of his/her reading, the second Lector removes the Lectionary from the top of the Ambo. At St. Augustine, the Lectionary is placed horizontally on the shelf of the Ambo; at St. Elizabeth, the lectionary is placed on the spreaders beneath the Ambo. This will allow the Deacon or Presider to place the Book of the Gospels on the top of the Ambo for the Proclamation of the Gospel.

# Minister of the Word Instructions

## Catholic Community of Pleasanton 2008 - 2009

### Minister of the Word and Rehearsal Instructions

#### Lector Resources

1. The readings in the current Missalette are usually word-for-word in agreement with the Lectionary. The reader can use these for practice. Remember the readings in the Lectionary used at the ambo have a different appearance
2. Word-for-word preparation still requires practice reading from the lectionary for a smooth delivery
3. Lector Rehearsals are offered each week; On Monday evenings at 7:30PM in St. Elizabeth Church and Wednesday evenings at 7:00PM at St. Augustine Church.

Attendance is not mandatory **except for new Lectors during the week preceding their first scheduled assignment and for those Lectors scheduled to Lector on Passion/Palm Sunday.**

4. Lector workbooks are located in the Sacristy at both churches. These are a great source for understanding the reading and pronunciations. These can also be ordered through Don Pierini if you require a personal copy.
5. A valuable Lector resource is provided by the USCCB web-site at [www.lectorprep.org](http://www.lectorprep.org). This site provides both the readings and insightful commentary as well as links to other sites.

#### Substitutes

All Lectors are scheduled for specific Masses. It is your responsibility to find a substitute. Schedules are online on CCOP's website:  
<http://catholicsofpleasanton.org/CCOPLiturgy.html>.

Extra copies of the schedule and guidelines are also available in the Sacristy. On the web Site, go to **Ministry Schedule**, locate and click *contact information here* to open and obtain a list of substitutes to call. If no substitute can be found, call the assigned Liturgical Coordinator so that he/she will know the circumstances. Do not call the church office. Introduce yourself to the Liturgical Coordinator and let him/her know that you are the Lector for the Mass. Access to the contact information list is passcode protected. You can receive the pass-code from any Liturgy Coordinator.

**Lector Preparation & Notes are available on-line as well.** [Scripture Texts](#), [Lector Notes](#), and a [Glossary of Liturgical Terms](#) are available for Lectors through the CCOP Liturgy site...