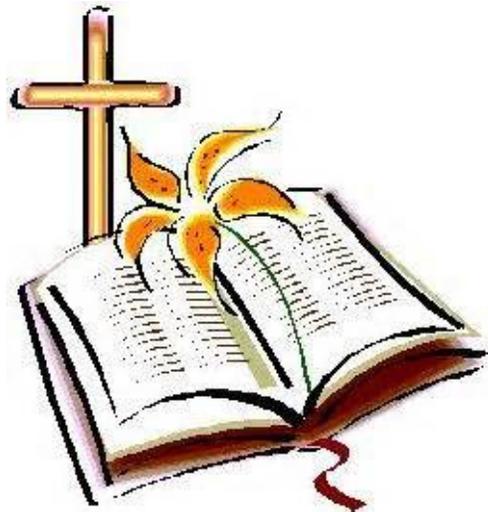




LECTOR HANDBOOK



HOLY NAME OF JESUS ROMAN CATHOLIC CHURCH

245 PROSPECT PARK WEST, BROOKLYN, NEW YORK 11215

Lector's Handbook



Assisting at the celebration of the Holy Eucharist is always a privilege. Your service enhances the worship of God for the people of Holy Name of Jesus Parish. Thank you for the time and preparation you put into the Ministry of Reader.

This parish handbook may serve as a guide for new lectors and as a refresher for those with experience in the ministry of Reader. For either group, proficiency in the ministry is not just about the mechanics of delivery (e.g. projection, enunciation, etc.), but about the prayerful appropriation of the word of God. Only when lectoring becomes an act of prayer does it evoke joy in the one who stands in the pulpit and in the members of the assembly who hear the word spoken. It is important that our lectors take time to reflect on their ministry regularly.

For some parishioners, this new guidebook may also help in the process of discerning whether one is called by God to be a lector. Discerners are encouraged to reflect deeply about this liturgical ministry, especially in view of the necessary preparation that makes it a spiritually rewarding activity for oneself and for the assembly that hears the word proclaimed.

Anyone discerning service as either a Lector or Extraordinary Minister of Holy Communion must meet with the Pastor to discuss the respective ministry. The Diocese of Brooklyn has the following requirements for lay faithful who serve in either of these ministries:

- Be a practicing Catholic who has received all the sacraments of Initiation (Baptism, Eucharist and Confirmation).
- Live his or her life in accordance with the teachings of our Catholic Faith.
- Consent to training (new and ongoing) and be willing participate in the ministry with respect, knowledge and reverence.
- Be at least 16 years old (High School training for Lectors and Extraordinary Ministers of Holy Communion is available through the diocesan Office of Liturgy.)

The Diocese of Brooklyn offers periodic training sessions that are required before entering into service as a liturgical minister. If a member of the lay faithful has prior

certification in another parish or diocese, he or she must provide certification credentials to the Pastor.

This hand book is divided into the following sections:

- Preparing at Home
- Readiness before Mass
- Sunday Mass (and Saturday 5:30PM Mass)
- After Mass

Preparing at Home:

At Holy Name, the Lay Liturgical schedule is based upon a three month schedule (Fall, Winter, Spring and Summer). Holy Days and other special Masses are schedule via email to allow Lay Liturgical Ministers to serve the Mass of their choice. The schedule is emailed to all active Lay Liturgical Ministers approximately one month prior to the quarter start. Weekly schedule reminders are sent every Monday evening. The schedule can also be found posted in the Holy Name Sacristy and the on Holy Name Website (<http://www.holynamebrooklyn.com/> - Select the "Worship" button on the homepage and then Lay Liturgical Minsters page). If you need printed copies, we suggest you ask another minister or contact the Holy Name Rectory for one. We ask for your flexibility in serving. We do the best we can to schedule ministers for their primary Mass preference but ask at least once a month you cover a different Mass (i.e. Sunday 7:30AM and Noon). It is important to serve the entire Holy Name Parish community at all the scheduled Masses especially Holy Days and other special Masses. Your prompt response to these schedule request emails is greatly appreciated.

Please be mindful that if you are unable to serve at your scheduled Mass, please arrange for a replacement with another minister. We suggest you do this via the email contacts from the schedule distribution. It is the Lay Liturgical Minister's responsibility to find a replacement. This is vitally important. Your service will be missed if you can't be at Mass at your scheduled time.

Please read the complete schedule as soon as you receive it and note your assigned Masses. Lectors serving the Sunday 10:30AM Family Mass will serve with a Junior Lector scheduled by the Children's Liturgy Committee. The Junior lector will read the second reading at the 10:30AM Family Mass. If the Junior Lector has questions,

please help and mentor them. We want to encourage and support this ministry so these young people transition from Junior to full-time Lectors.

The parish will provide a copy of the “Workbook for Lector’s” in December for the upcoming liturgical year. You will be notified when they are available for pick up. The workbook is a valuable tool to help you prepare for your assigned service. Please take advantage of this valuable resource provided to you by the parish. The workbook will help you review the readings; increase your comfort level and familiarity with the words, phrasing and context of the message. This is important prep work so you can present God’s Word as intended. Read the first and second readings multiple times. Do this to yourself and aloud so you are comfortable with the full text. The workbook will provides “lector notes and tips” for every reading. While the lector will not read the Gospel, it is a good practice to read it with the first and second readings for context. You are encouraged to pray and reflect on the message.

A note about dress; please be mindful that your dress should be in line with serving at the Sacred Liturgy. Lay Liturgical Ministers represent God and his Universal Church and are seen as leaders. The Parish looks to you as an example.

If you are unable to serve for an extended period of time (i.e. extended vacation) please let the Holy Name Lay Liturgical Minister Coordinator know so the long term schedule adjustment can be made. If you are no longer able to serve as Lector, please let the Holy Name Pastor know. Please also let the Lay Liturgical Minister Coordinator know so that you can be removed from active service.

Readiness before Mass:

Please arrive at least 15 to 20 minutes before the scheduled start time for Mass (20 to 30 minutes prior to special days such as Palm Sunday, Holy Week services, etc.). You are free to hang your coat(s) in the Altar Server Alb closet in the Reconciliation Room Sacristy (hangers are provided). Please seek out the main celebrant for Mass and discuss any specifics for the readings (changes, etc.). Normally, Lector’s will read the first and second readings and the “Prayer of the Faithful” (if a Deacon is present, he will read the Prayer of the Faithful. In almost all cases, the main celebrant will read the Parish Announcements. Feel free to check with him prior to Mass).

The time before Mass is an opportunity to have one final read of the first and second readings and the first time to read the “Prayer of the Faithful” (it is important to review the “Prayer of the Faithful” for specific names and words just for that day). Feel free to

ask the main celebrant about anything you don't understand or words you are having trouble pronouncing. The Lectionary should be on the Ambo (pulpit) at this time and opened to the first reading (please check). The binder with the "Prayer of the Faithful" and the Parish Announcements will be on the lower shelf of the Ambo (please check). The sound system should be turned on already (please check with a light tap to the microphone – if not, please let the main celebrant or Sacristan know). The microphone and lighting is pre-adjusted for the Ambo. When you are done, please proceed to the rear of the Church to the middle interior doors of the Gathering Space so you are ready for Mass.

Please note, it is important to be flexible and attentive, especially if you are a lector not scheduled and attending Mass. All those serving at Mass will gather at the middle interior doors of the Gathering Space. If you are a lector at Mass not scheduled to serve and see no lector gathered, please consider getting up and speaking to the main celebrant and volunteering to serve. Also, the main celebrant might approach lector(s) in the pews and ask you to serve. Again, please be flexible (ask the main celebrant even if you feel you are not dressed to serve, he will decide).

Please remember that any time you enter the Sanctuary to bow in reverence to the Tabernacle.

Sunday Mass (and Saturday 5:30PM Mass):

All those serving at Mass will gather at the middle interior doors of the Gathering Space. You should line up as follows (and as present):

- Altar Server – Cross Bearer
- Altar Server – Candle Bearers
- Altar Server – Others
- Lector (Two Lectors for Sunday 10:30AM Family Mass – with Junior Lector if serving)
- Extraordinary Ministers of Holy Communion
- Deacon
- Main Celebrant

Before you line up in the Gathering Space, please take a Missalette and Hymnal from the Lector kneeler(s) in the Sanctuary. All Lay Liturgical Ministers are strongly

encouraged to participate in all aspects of the Mass especially as you process in and out of Church. Please return it to the Lector kneeler(s) after Mass.

At the scheduled time, as singled by the main celebrant in the Gathering Space, the Sacristan will ring the wall bells to signify the start of Mass. The Music Mistry will start to play. The procession will start as the Music Mistry starts to sing the Opening Hymn. Please leave enough room between each participant, walking slowing and reverently. As the lector approaches the steps of the Sanctuary, please bow to the Tabernacle. Walk up the steps and move left to the lector seating. There are two chairs for lectors. Remain standing for the Sign of the Cross.

As the main celebrant progresses with the start of Mass (the Greeting, Penitential Act, the Glory to God, and the Collect) the lector remains standing. As the main celebrant sits, the Lector can start to approach the Ambo. When the main celebrant sits and the Church settles, the lector can start the first reading. Read the Word of God with purpose, clarity and conviction. Some points to remember:

- Announce “*A reading from.....* (not the first reading is....).”
- Pause between paragraphs or points of emphasis.
- Pause purposely before saying, “*the Word of the Lord*”.
- When and where you can or feel comfortable that you will not lose your place, make eye contact with the congregation.

When you are finished the first reading, turn the page of the Lectionary to the second reading. Return to your seat and participate in the singing of the Responsorial Psalm (where there is no Music Ministry present – weekdays, 7:30AM Sunday Mass, the lector reads the Responsorial Psalm being mindful of the same points noted above),

As the Responsorial Psalm completes and the music stops, the Lector can start to approach the Ambo for the seconding reading referencing the same points noted above. When you are finished the seconding reading, turn the page of the Lectionary to the Gospel (if it happens to be on a different page). Return to your seat and remain standing for the Gospel.

After the Homily and as the Creed is being prayed, start to prepare to read the Prayer of the Faithful. As you get through more than two-thirds of the Creed (approximately at “*I believe in the Holy Spirit, the Lord, the giver of life,*”), the Lector can start to approach the Ambo to read the Prayer of the Faithful. If the main celebrant has not moved the Prayer of the Faithful / Parrish Announcements binder up from the lower shelf in the

Ambo you can do that now (a suggestion would be to close and move the Lectionary down to the lower shelf and replace it on the Ambo with the binder. We do this so the binder is not lying on top of God's Word). When the main celebrant finishes his prayer after the Creed and the Church settles, the lector can begin to announce the Prayer of the Faithful; again referring to the same points noted above. When you are done, turn the page(s) of the binder to the Parish Announcements page so that the page is ready for the main celebrant/priest who will read them after Communion.

At this point, the duties of the Lector are completed (unless you are asked to read the Parish Announcements). Return to the lector's seat ready to participate in the remaining parts of the Mass. Some points to consider:

- Remain seated in the lector chair for the remainder of the Mass (you need not leave the Sanctuary to sit in the pews).
- If you are seated in the lector chair closest to the Sacristy door (and you are the only serving lector (two lectors at the 10:30AM Family Mass), you may want to shift to the outer lector chair (closer to the pews) so the other chair is available for use by a priest coming out to read the Parish Announcements – different priest than the main celebrant).
- Remember that Lay Liturgical Ministers represent God and his Universal Church and are seen as leaders. The Parish looks to you as an example as you participate in the remaining parts of the Mass.

At the "Our Father", the lector is to participate in the "Sign of Peace" with everyone in the Sanctuary at the time. Please return to your seat after the "Sign of Peace". After the Lamb of God and just after the main celebrant receives the Eucharist and the Most Precious Blood, the Lector can get up with the Extraordinary Ministers of Holy Communion and carefully line up with the serving EMs. Line up in the first position closest to the Reredos (Main Altar). After you receive, you can return to your seat. If you are not able to receive the Most Precious Blood, please mention it to the priest before Mass so you don't have to refuse it on the altar. In addition to being a lector, if you are a certified EM, the priest may ask you to serve as an EM if needed. It is rare but possible. If this is not applicable, please return to the Lector seating after you receive.

After the main celebrant completes the Prayer after Communion, the Parish Announcements are read. Generally, the main celebrant or a priest who has come out from the Rectory to help with Communion will read the Parish Announcements. If the lector is asked to read the Parish Announcements, the Lector can approach the Ambo after the main celebrant completes the Prayer after Communion. The Parrish

Announcements can be found in the Prayer of the Faithful / Parrish Announcements binder just after the Prayer of the Faithful. The binder and Parish Announcements should be on the Ambo already if you positioned the binder after the Prayer of the Faithful. If not, please turn to the Parrish Announcements at this point. Read the Parrish Announcements in a clear and inviting tone. After the Parrish Announcements are read, please return to the Lector seating.

At this point, the main celebrant will close Mass with his Final Blessing. After the Final Blessing, the Altar Servers (Cross Bearer, Candle Bearers as applicable) will move to the main center aisle of Church. The Lector should follow them out in the same order as the entrance (Altar Servers, Lector, Extraordinary Ministers of Holy Communion, etc.). Face the Sanctuary and as the main celebrant bows, all Lay Liturgical Ministers should bow, turn and process out of Church into the Gathering Space to disperse.

After Mass:

At this point, the duties of the lector are now over.

Thank you for your service to Holy Name Roman Catholic Church.

If you have any questions about this handbook, please contact the Holy Name Lay Liturgical Minister Coordinator, Nick Sisto at nasisto@verizon.net.

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