



Tradition with Vision

Ministry of Lectors Guidebook

Table of Contents

Recruitment and Staffing	3
General Guidelines and Expectations	4
Responsibilities and Duties – Lectors and Coordinator of Lectors.....	6
Attachment A – Lector Ministry Self Evaluation Form.....	8
Attachment B – Anticipated Staffing Levels for Special Liturgies.....	9

Recruitment and Staffing

A. Qualifications

1. Lector

Any registered parishioner who exemplifies the qualities of a responsible dependable person, must be a baptized and confirmed member of the Catholic Church, married in the Catholic church (if applicable), a participant in weekly Sunday worship, and be living in harmony with the teachings of the Catholic Church is eligible to become a Lector.

a. The “Lector Ministry Self Evaluation Form” form is Attachment A. It is to be used to recruit new Lectors and returned to the Coordinator of Lectors.

2. Coordinator of Lectors

The Coordinator of Lectors is appointed by the Pastor and reports to the Liturgy Coordinator.

B. Recruitment

1. By Lectors

All current Lectors are urged to recruit at least one new Lector into the Ministry each year by talking to qualified members of the parish who exhibit the qualities of being able to read the Holy Scriptures with respect and reverence.

2. By the Parish Office

When new parishioners are registered, they complete a form that indicates what interests they may have in serving the parish. When lectoring is listed as an interest, the parish secretary should notify the Coordinator of Lectors who will then contact the new parishioner.

3. By the Sunday Bulletin

Periodically, the Sunday Bulletin will carry an invitation to join this ministry.

C. Staffing Level of Lectors

1. Regular Sunday Masses

a. Scheduling of Lectors

The names of scheduled Lectors for Sunday Masses will be posted on the SJA website in the quarterly issued “Minister Schedule” and published weekly in the Sunday bulletin.

2. Special Liturgy

For special services, volunteer Lectors will be recruited through an email request from the Coordinator of Lectors. See Attachment B for a chart of these Special Liturgies where volunteer Lectors are needed.

General Guidelines and Expectations

A. Dress Code

Lectors are expected to be attired in a neat, presentable manner which adds to the dignity of the liturgy and the sacred environment in which worn. One may refer to the expected style of attire to be “business appropriate.”

1. Men should wear sports jackets or suits as well as dress shirts and ties.
2. Women should wear neat and presentable dresses, dress slacks/skirts, or suits.
 - a. Dress and skirt length are to be at knee length or longer.
 - b. Shorts are not to be worn.
 - c. Shoulders should be covered.
 - d. Tops
 - 1.) Sleeveless tops and tank tops are not to be worn.
 - 2.) Sheer blouses should have a foundational layer underneath.
 - 3.) Wear a high neckline.
 - e. Do not wear flip flops and keep in mind that high heels are slippery on the altar tiled floor and steps.

B. Preparation and Attendance

1. Preparation

Scheduled lectors are expected to practice their scripture readings from the *Workbook for Lectors* prior to their arrival at church. For special liturgies, an email or hardcopy of the readings will be provided to the Lector prior to their arrival at church.
2. Arrival
 - a. Lectors should arrive at least 15 minutes before the liturgy to sign in.
 - b. The Lector should not linger in the sacristy but move quickly to the narthex near the outside windows where the procession of ministers for Mass will assemble. It is **permissible to enter the sacristy for a short period to read the assigned** scripture to oneself.
3. Attendance

If a Lector cannot appear for a scheduled Mass or special liturgy, they are to follow the procedure for finding a substitute outlined under A-4 in the “Responsibilities and Duties” section.

C. Reporting to the Coordinator of Lectors

1. An email or phone number change should be reported to the Coordinator of Lectors via email.
2. If a Lector wants to drop his or her name from a future quarterly schedule, the Coordinator of Lectors should be notified via email at least one month prior to the beginning of a new quarter.

Responsibilities and Duties

A. Lectors

1. At Mass
 - a. Each Lector is required to study their reading from the *Workbook for Lectors*.
 - b. After Lector 1 finishes the first reading, Lector 1 leaves the *Lectionary* on the Ambo.
 - c. After Lector 2 finishes the second reading, Lector 2 carries the *Lectionary* to the table at the side of the sanctuary.
 - d. When there is no deacon, Lector 1 should carry up the *Book of Gospels* at the beginning of Mass, place it face (Image of Christ) down on the altar, and should read the Universal Prayer (pausing before each intention).
 - e. Do not schedule yourself for more than one reading in a single Mass.

2. At Special Liturgies
 - a. The Lector brings the reading to and from the Ambo at the direction of the priest or deacon.
 - b. If the reading is not available in the *Workbook for Lectors*, the Coordinator of Lectors will make it available as soon as possible before the liturgy.
 - c. Lectors should volunteer at least once per year for a Special Liturgy Lector role.
 - d. Do not schedule yourself for more than one reading in a single Special Liturgy.

3. Speaking guidelines
 - a. The Lector should adjust the microphone to a proper level below but not too far away from their mouths. The Lector should project their voice.
 - b. The Lector should speak the readings, Responsorial Psalm (if recited) and Universal Prayer at a slow pace. One should study the *Workbook for Lectors* for the appropriate inflections in their voice for their assigned reading.
 - c. "A reading from..." is pronounced with a soft "A", phonetically sounded as "uh."
 - d. The Lector should pause at the end of the reading, and then enunciate "The Word of the Lord."

4. Guidelines for finding a substitute for Sunday Mass
 - a. Using the Lector contact list provided by the Coordinator of Lectors, contact other Lectors as possible substitutes either in person, by telephone, or by email.
 - 1.) There is a variety of ways of easily emailing all Lectors.
 - a.) One way is to save the email from the Coordinator of Lectors.
 - b.) Another is to use that email to create a template in your email client.
 - b. Monitor your inbox and voice mail closely. When a substitute has been identified, send an email confirmation to the substitute with copies to the Lector distribution list, Liturgy Coordinator and Coordinator of Lectors.

B. Coordinator of Lectors

1. The Coordinator will work with Parish Staff to maintain a contact list of all Lectors' names, cell phones, home phones and email addresses.
 - a. This contact list will be available through email.
 - b. The contact list will be emailed to the Lectors on a periodic basis.
 - c. The contact list is private and confidential. It will not be shared with anyone other than the aforementioned people.
2. Any updates in the contact list must be exchanged between the Coordinator and the Parish Secretary in charge of the Quarterly Minister Schedule database.
 - a. They must notify each other through email.
3. The Coordinator will send out email requests for volunteers for Special Liturgies (see Attachment B) approximately one month before the Special Liturgy.
 - a. The Coordinator will make the assignments based on a mix of volunteers and then send update emails showing Lector slots not filled.
 - b. The Coordinator will also send an email showing all final slot assignments to the Lectors and appropriate parish staff delineating liturgy dates, liturgy start times, and specific Lector slots.
4. The Coordinator will conduct new Lector training sessions based on the recruitment events delineated under "Recruitment and Staffing" section.
5. The Coordinator will ensure the distribution of new editions of the *Workbook for Lectors* to all Lectors.

Attachment A - Lector Ministry Self Evaluation Form

Please consider that lectoring is “God’s Ministry” and that we are here to proclaim God’s word to the congregation. You are asked to prayerfully discern your current level of commitment and your calling as Lector.

Rate your participation in the following as:

- 0 - I am not doing it**
- 1 – This is developing**
- 2 – I do this sometimes**
- 3 – I always do this**

Faith of our Lector

- ___ I am committed to my ministry and will arrange for a substitute when I have a schedule conflict.
- ___ I faithfully participate each weekend in the Sunday Eucharist.
- ___ I sincerely try to live the Gospel message in my daily life.

Skills as a Lector

- ___ I can be heard clearly and loudly when lectoring.
- ___ I pronounce the words carefully and correctly.
- ___ I utilize stress, phrasing, and adequate projection in proclaiming the Scriptures.
- ___ I feel assured after I have completed my reading.

Word of the Lector

- ___ I spend time praying with the text and reflecting on its message.
- ___ I am punctual and arrive early before Mass time.
- ___ I dress appropriately and respectfully.
- ___ I continue to have passion and enthusiasm for lectoring.

Thank you for completing this form. Please return this evaluation to the Coordinator of Lectors as soon as possible.

Attachment B – Anticipated Staffing Levels for Special Liturgies

Liturgy Start Times - Lectors Needed

Special Liturgy	Date	7:30a	8:15a	9:30a	11:30a	12:00p	2:00p	3:00p	3:30p	4:00p	6:00p	7:00p	8:00p	10:00p	11:45p
Advent Vespers	1st Friday in Advent											1			
	2nd Friday in Advent											1			
	3rd Friday in Advent											1			
Immaculate Conception	December 8th		2			2						2			
Christmas Vigil	December 24th Church									2	2			2	
	December 24th PAR									2					
Christmas	December 25th	2		2	2										
Mary, Mother of God Vigil	December 31st									2					
Mary, Mother of God	January 1st	2		2	2										
Epiphany Vespers	1st Sunday of January								1						
Presentation of the Lord	February 2nd											2			
Ash Wednesday	Date of Easter minus 46 days		2			2						2			
Taize Prayer Service	First Friday of Month											2			
Taize Prayer Service in Lent	Two Fridays in Lent											2			
Passion (Palm) Sunday Vigil	Saturday before Passion Sunday									1					
Passion (Palm) Sunday	Sunday before Easter Sunday	1		2	1							2			
Holy Thursday	Thursday before Easter Sunday		2									2			1
Good Friday	Friday before Easter Sunday		2					1				8			
Holy Saturday	Saturday before Easter Sunday		2										6		
Easter Sunday Overflow Mass in the PAR	Sunday following the full moon that falls on or after the vernal (spring) equinox.			2											
Divine Mercy Prayer Service	Sunday after Easter							1							
1st Communion Liturgy (1)	Sunday in early May						2								
1st Communion Liturgy (2)	Sunday in early May						2								
Confirmation	Sunday in mid-May											2			
Assumption of the BVM	August 15th		2			2						2			
All Saints' Day	November 1st (weekday)		2			2						2			
All Soul's Day	November 2nd (weekday)		2									2			
Thanksgiving Day	4th Thursday of November			2											