

## General Instructions for Lectors – Church of St. Clare

**Pre-Mass Preparation:** The Lectionary in the sacristy is the one from which you will proclaim. (The Priest will proclaim the Gospel from a separate volume.) Once you have finished any personal preparation of your readings, place the Lectionary on the ambo. At that time adjust the ambo microphone for your height. Return to the sacristy.

**Immediately prior to Mass:** Enter the sanctuary by way of the Tabernacle alcove. Reverence the Blessed Sacrament with a bow or genuflection, as appropriate. Advance to the side lectern and turn the microphone on. If you are out there soon enough before Mass starts, take a seat in the chair nearest the Tabernacle alcove. <sup>1</sup> You are responsible for starting the Mass, so have an accurate watch or phone with you. There will be no “hi sign” from the Priest at the back. At Mass time, do the opening greeting and announcements from that Cantor mic, then step back to allow the Cantor access. Remain standing, along with the rest of the congregation, for the opening prayer.

**Liturgy of the Word:** After the opening prayer has ended, the congregation will be seated for the Liturgy of the Word. Remain standing as they settle into their seats. Remain standing while the server crosses to his or her seat. There should be a discernible delay as this important transition is made, so don't rush forward. When everyone is in place, cross to the foot of the altar steps and bow to the altar. Ascend the steps and proceed to the ambo for the First Reading.

After the First Reading, take the Lectionary and descend the side steps to your seat next to the Servers. <sup>2</sup> The Lector will be seated in the seat closest to the Holy Family statues. Be seated for the Psalm.

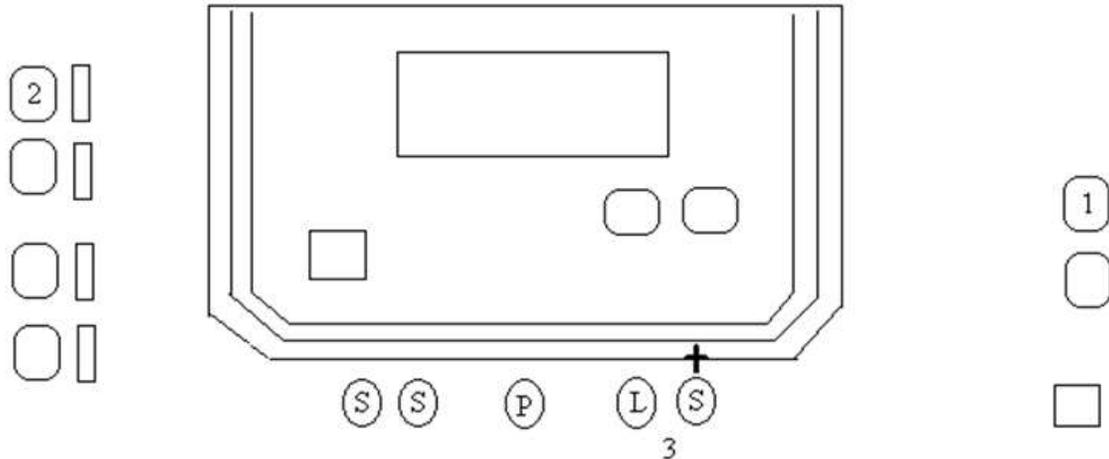
Following the Psalm, return by the side steps to the ambo for the Second Reading. After the Second Reading, place the Lectionary into the shelf of the Ambo; this clears the surface of the ambo for the Gospel book which the Priest will bring from the altar. Descend by the side steps to your seat for the Gospel and Homily.

**Prayers of Petition:** Repeat the ascent of the side steps and read the Prayers of Petition from the ambo. *Remain at the Ambo while Father recites the concluding Prayer.* Do not walk away while the celebrant is still praying. When he is finished, return to your seat next to the Servers by way of the side steps.

**Communion:** The "D" Ministers will Communicate the Servers and the Lector. As the Eucharistic Ministers begin to leave the altar and move toward their positions, step out to your right, preceded by the Servers, (toward the congregation) and form a line next to the chairs. Following your Communion, when the Servers move to clear the altar, you may spend some time at your place for personal prayer and reflection. Before general distribution of Communion concludes, however, go through the Sacristy and return to your original seat next to the Cantor. You will need to be here for final announcements and the Recessional.

**Final announcements and Recessional:** After the Celebrant has read the concluding prayer, read the end of Mass announcements, then step back from the ambo to allow the Cantor access. Remain standing at your chair while the Cross-Bearer and other Servers line up at the foot of the altar. When the Celebrant moves to reverence the altar, move to the foot of the altar immediately to the left of the Cross Bearer. <sup>3</sup> When the Priest joins the line at the foot of the altar, all will bow to the altar in unison. Turn to face the congregation and follow the Cross-Bearer in a straight line off the altar. Turn a hard 90 degrees behind him/her on the main floor. Lag a second or two for the other Servers to fall in behind the Cross-Bearer, then recess behind them through the side door into the Sacristy.

**After Mass:** Wait until the closing hymn concludes. (The congregation will be moving toward the exits already, but it is not proper to begin clearing the altar until the hymn - and therefore, the Mass itself - is over.) At that time, retrieve any books, binders and relevant sheets and documents from wherever they have ended up in the Sanctuary and return them to their appropriate locations in the Sacristy.



Please note: There has been some inconsistency in the way the Servers have been trained to line up at the end of Mass. In the interest of maintaining the proper reverential tone, don't 'jockey' for position, just to make the formation shown above. Stand where there is a space, Recess reverently, and take a moment to review the proper formation with the Servers following the Recessional.