



Immaculate Conception Church Liturgical Guidelines – Updated July 20, 2017

Lectors

*We who are called to be **ministers of hospitality** as ushers are entrusted with fostering a sense of welcoming and belonging among those assembled at prayer. We are the first contact made with anyone who enters the worship space. Although functions such as seating latecomers and taking up the collection are important, **our role challenges us beyond "ushering" to see in every person the face of the Lord.** We have the opportunity to be the hands of Christ to the living Body of Christ. We should be watchful for the ways in which we can help to foster the sense of family among all who worship and **especially among those who are new** to our community. Most of all, by our very presence, let us be examples of the Christian love which identifies us and binds us together. (*Liturgical Ministry: A Practical Guide to Spirituality* by Donna M. Cole)*

All liturgical ministers are registered parishioners and should be in good standing with the Catholic Church. The guidelines that follow conform to the theological and liturgical principles in the diocesan guidelines.

Attire and Behavior

Ministers, regardless of age, dress in **business casual attire**. Sneakers/athletic shoes, flip-flops, jeans, T-shirts, sweat/jogging suits, shorts, and skimpy clothing (e.g. spaghetti straps or strapless tops/dresses) of any type are not appropriate, as well as buttons/pins advertising personal agendas, (e.g. political/sports). Always come to the church dressed, in case you are needed to serve as a replacement. Wearing of the **liturgical color of the day is encouraged**.

Training and Formation

Technical and practical training are a necessary part of every ministry. Initial orientation and training are required before the new minister enters service. Periodic formation events held to benefit *all* parish liturgical ministers.

Scheduling/Substitution Procedure

Ministers are required to find their own substitutions; only trained liturgical ministers serve during a liturgy. Schedules are prepared for three-month periods by the parish secretary and sent to each trained minister. If you are filling in for someone, note the change on the Liturgical Ministers (LM) closet door schedule by crossing out the scheduled person's name and writing your initials next to it. Please inform your ministry coordinator and/or the director of liturgy about scheduling changes. Current schedules and rosters are always available at www.iccwilm.org.

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| 1. Log on to www.iccwilm.org | 3. Click Liturgical Ministers Schedules | 5. Password: oblates2 |
| 2. Scroll over Ministries | 4. Scroll over Liturgical Commission | |

General Preparation

1. Become totally familiar with the *Workbook for Lectors and Gospel Readers*. Use it as an overall learning tool as well as to prepare the readings.
2. Check the **Lector Notes – Cycle __ page** (Cycle A, B or C, depending on the current liturgical year). You are given this when you receive your Workbook for Lectors either before every new liturgical year or when you are initially trained. You will notice in your Workbook when there is a liturgy with optional Readings. The Lector Notes page lists those Holy Days and Holidays throughout the year when there is more than one option for a Reading, and clarifies which Reading you should prepare for. The Lector Notes page is also attached to the upper right corner of the Liturgical Ministers (LM) closet door (**Picture A, page 3**).
3. Review all the scriptures for the assigned liturgy – even the Gospel – to get the sense of the Scriptures for that week. Practice out loud several times. Read to another person or record your voice. Do your preparation during the week before your assignment to allow the scripture to become internalized. Realize that lack of preparation affects the worship of every parishioner.
- 4.

Day of the Liturgy

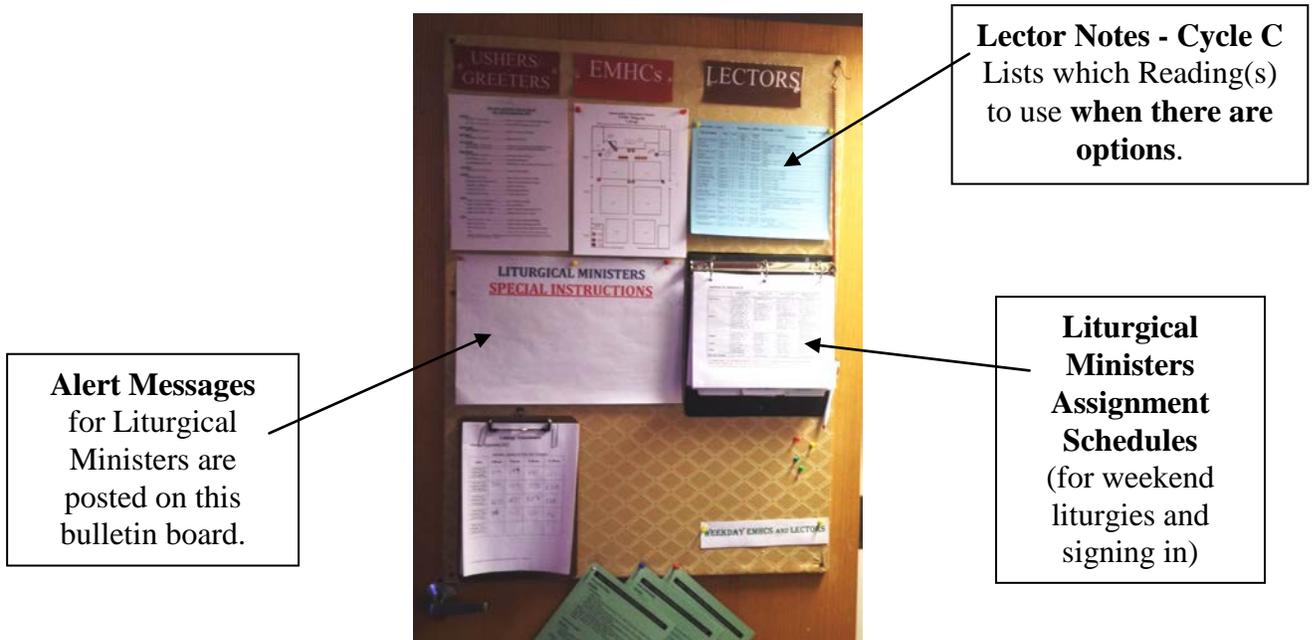
Preparation Prior to the Liturgy

1. The Point Person (an appointed Lector who comes early to observe which Lectors are present in general, and specifically those who are scheduled, in order to be prepared to ask an appropriately dressed Lector to fill in for a “no show” Lector) should arrive **no later than 20 minutes** before the liturgy. Scheduled lectors should arrive **no later than 15 minutes before** the liturgy. Arriving in a timely manner puts other ministers at ease by knowing that you are present. It avoids the awkward situation of someone not having the chance to review/practice the material (*Reading/Prayer of the Faithful*) in order to fill in for you at the last minute. It allows you to be calm and relaxed as you exercise your ministry. It also models good preparation for all who attend the liturgy.
2. Place a check next to your name on the schedule posted on the inside of the door of the LM closet, located in the rear corner of the church nearest to the Gathering Area. If you are substituting for another person, cross out his/her name and write your name on the schedule (**Picture A, page 3**). When finished, please walk away from the LM closet area to allow others access to the sign-in sheet. Remember – that area is also a pathway for those in attendance to get seated.
3. **Check the LM closet bulletin board for any ALERTS to lectors** for the weekend or special liturgy.
4. Weekend liturgies have two lectors, designated as **Lector 1** and **Lector 2**. Each lector checks that the other lector is present before each liturgy begins. If by 10 minutes before the start of the liturgy one lector is missing, inform the Lector **Point Person** (an appointed Lector who comes early to observe what Lectors are present in general, and specifically the 2 Lectors who are scheduled, in order to be prepared to ask an appropriately dressed Lector to fill in for a “no show” Lector). As a *last resort*, be ready to proclaim both Readings and the *Prayer of the Faithful*.
5. After signing in, visit the Blessed Sacrament Chapel for a few minutes and ask God’s blessing upon your ministry. Offer your ministry to the Lord before, during, and after the liturgy. The following is a suggested adaptation of the direction of intention by Saint Francis de Sales:

*Lord, I give you my actions and ministry.
Help me to conduct myself in a manner that will give praise to you
and assist my brothers and sisters in their worship of your holy name.*

6. In order to abide by the church's desire to have maximum participation, two lectors are assigned for each weekend and Holy Day liturgy. This does not relieve the assigned Lector of the responsibility to insure that his or her assignment is fulfilled if they cannot attend that service. **The intent is to always have two lectors at each liturgy.** Lectors will be rotated between Lector 1 & Lector 2 as the scheduling permits.

- **Lector 1** will proclaim the First Reading and lead the Universal Prayer (*Prayer of the Faithful*). The Universal Prayer is found in the folder that is open and laying on the second shelf of the ambo (**Picture E, page 7**). Once they are reviewed, the folder is returned to the second shelf of the ambo, in open position. (The first shelf of the ambo is reserved for the Book of the Gospels, which is normally placed there by the presider after the Gospel is proclaimed.)
- **Lector 2** will carry the Book of the Gospels in the Entrance procession. He/she checks that the Book of the Gospels is on the Presentation Table at the rear of the center aisle, and that the ribbon is at the correct place for the day's Gospel. (**Picture B, page 3**). Then, go to the front and make sure that the clear, plastic stand for the Book of the Gospels is in its proper place on the altar. If the stand is not on the altar, it may be found at the bottom of the ambo. Also, check that the Lectionary book is on the ambo (**Picture E, page 7**) and marked at the correct place for the First Reading. After doing so, he/she then goes to the rear of the church, retrieves the Book of the Gospels from the Presentation Table, and waits to line up for the Entrance Procession.



A. Bulletin Board on the inside of the Liturgical Ministers closet.



B. Book of the Gospels in place on the Presentation Table at the rear of the center aisle.

During the Liturgy

Instructions for Lector 1

1. After the Collect (Opening Prayer), when the assembly sits, Lector 1 **remains standing for a moment** until most of those around you are seated. Walk to the **side steps** with the handrail near the choir chairs and, with prayerful dignity, approaches the ambo (**Picture D, page 6**). If you must cross in front of the altar, **do not bow**. **Never approach the ambo from the steps in front of the altar**. The Lectionary is in place on the ambo and opened to the first reading.
2. Adjust the microphone before reading, only if it is necessary. The microphone may be adjusted toward your mouth by merely bending curved section of the microphone up or down. This is also the least noisy way to adjust the microphone.
3. If necessary, pause before reading to allow the assembly to settle down and become attentive. Look at the assembly to establish eye contact. The ritual language that begins the reading is very important: "A reading from the Book (or Letter) of ____." It is not appropriate to begin in any other way or with any other words. In a clear and firm voice, begin, pausing a moment after the introductory words. (Note: Pronounce the first word "A" as "uh" - not the long a, as in "age".

Continue speaking clearly and with sufficient voice projection to be heard in the back row. Don't rush the words. Look up occasionally for eye contact to aid the assembly's active listening. (This necessitates practice and familiarity with readings).

4. At the end of the reading, pause briefly, then look up and address the assembly with the words, "**The Word of the Lord**". Keep eye contact with the assembly while they respond, "Thanks be to God". Do not raise the lectionary. After their response, turn the page for the next reading (if necessary), and then proceed in a dignified manner back to your seat in the assembly.

Instructions for Lector 2

1. **Lector 2** should be in place at the rear of the church **10 minutes** before the liturgy. About **5 minutes** before the liturgy, the keyboardist plays three chimes, which call all to silent attention. At this time, the ministers for the Entrance Procession line up. Carry **ONLY** the Book of the Gospels. Any personal items, including coats/jackets are left at your chair.
2. Usually the lector will process directly in front of the presider. The normal Order of Procession follows:
 - Cross Bearer
 - Other Altar Servers (if any)
 - Lector **2** with Book of the Gospels
 - Baptismal family (if any)
 - Presider
3. When the assembly nears the end of the first stanza of the opening hymn, the Cross Bearer will begin the procession. When those before you have gone to the end of the aisle, lift the Book of the Gospels high - above your eye level - with the front of the book facing the altar.
4. As you approach the altar, **do not bow**. Once you reach the front, pause momentarily, then turn right, and go up the steps on the ambo side to the altar (**Picture C, page 6**), going behind the ambo. Do not lower the book until you have reached the center of the altar and have stopped walking. Reverently place the Book of the Gospels into its stand, with the front of the Book facing the assembly (**Picture D, page 6**). Return to the ministers' line using the same path from which you just came, and stand to the right of the presider. Bow as one with the presider and servers, and then proceed to your place. If your family is participating at the liturgy,

you may wish to sit with them, but please sit at a place where you can get to the altar conveniently, near the center aisle if possible. Otherwise, go to a reserved seat for Lectors in the front row near the piano.

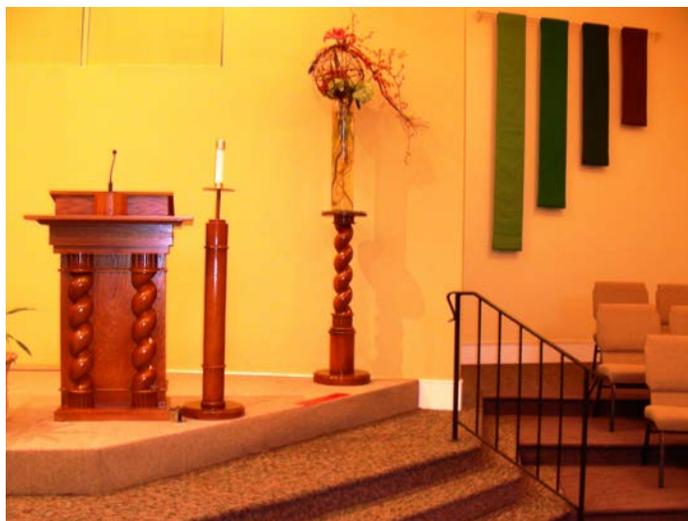
1. After the First Reading is proclaimed, there is a period of silence that allows people to reflect on the Word they have just heard. The cantor then moves to the ambo to sing the responsorial psalm.
2. After the cantor has returned to their seat, move immediately to the ambo by way of the side steps near the choir chairs. Proclaim the second reading *in the same manner as Lector 1, following the instructions above.*
3. After proclaiming and concluding the second reading, pause for a moment before placing the Lectionary on the first shelf under the top of the ambo. Proceed in a dignified manner back to your seat in the assembly.

Universal Prayer (Intercessions)

1. **Lector 1** proceeds to the ambo at the words of the Creed: *“I believe in one Holy, Catholic.....”*, unless there have been special instructions before the liturgy (as in the case of a baptism). This is important so that you can be ready to read the first Intercession immediately after the presider’s introduction. (In the case of a baptism or if there are other rites or special prayers after the homily, the lector goes to the ambo immediately after those events. *Watch for any weekend/Holy Day Alerts that might be posted on the inside of the LM closet door.*
2. Begin the first prayer after the presider finishes the Introduction.
3. Pace your words appropriately. Pause before saying “We pray”.
4. Face the presider while he says the concluding prayer. Then, return the folder to the second shelf of the ambo.
5. Return to your seat in a dignified, prayerful manner.

After the Liturgy

1. **Wait at your seat until the Song of Sending Forth has finished.** It is discourteous to move into the sanctuary space and put liturgical items away or prepare for another liturgy while the assembly is still singing.
2. **Lector 1** retrieves the clear, plastic stand for the Book of the Gospels from inside the bottom of the ambo and places it in the center of the presider’s side of the altar for the next liturgy. Then, take the Book of the Gospels back to the Presentation Table in the rear of the church (**Picture B, page 3**). After the 10:30 am Sunday liturgy (or the last liturgy of a Holy Day of Obligation) the stand stays in the ambo and the Book of the Gospels is returned to the upper left cupboard behind the altar wall (**Picture 1, page 7**).
3. **Lector 2** goes to the ambo and prepares the Lectionary book for the next liturgy by opening it to the First Reading. Open the folder with the *Prayer of the Faithful* and make sure it is on the second shelf of the ambo (**Picture E, page 7**). After the 10:30am Sunday liturgy, the lectionary is returned to the upper left cupboard behind the altar wall (**Picture I, page 7**). The *Prayer of the Faithful* folder can be left in place.
4. Say a silent “thank you” to God for this opportunity to serve and for God’s many blessings.
5. It is helpful to get feedback from others after you have served as a lector, including your use of the microphone.



C. Stairs at right of ambo. Use for approaching and leaving the ambo.

D. Facing flat in the middle of the altar



E. Lector 1 carries the Book of the Gospels in the Entrance Procession, takes it up the right hand stairway, and at the center of the altar at the beginning of the weekend liturgy.

Weekend and Holy Day/Holiday Liturgies



E. Ambo with Lectionary book and *Prayer of the Faithful* folder in place for weekend liturgies.



F. Book of the Gospels, Lectionary book and *Prayer of the Faithful* folder for use during weekend and Feast Day liturgies.

Weekday Liturgies



G. Weekday Lectionary Book and weekday *Prayer of the Faithful* binder.



H. Ambo with Weekday Lectionary and weekday *Prayer of the Faithful* binder.



I. Lectionary Books - Stored behind the altar wall in the upper, left cupboard.

Dealing with Emergencies

The motto of the Boy Scouts is "Be prepared". It is a good one for liturgical ministers, also. True emergencies during the liturgy are rare, but it is important that we be prepared.

- **Emergency situation with a parishioner:** A greeter or usher should immediately let the presider know so that he can ask for any medical personnel who may be present. If there is any question of the health safety of the parishioner an ambulance should be called (911).
- **Emergency situation with the building or any safety circumstance that would affect those gathered for prayer:** 911 should be called immediately and the presider should be notified in order to make an appropriate announcement to the assembly.
- **Fire extinguisher Locations:**
 1. On the wall immediately to the left of the front Gathering area doors
 2. On the right wall before entering the rear Gathering area space.
 3. In the far staff hallway, on wall across from Pastor's office
 4. Inside the worship space, on the far wall across from the Gathering area, to the left of the double archway
 5. Immediately upon entering the kitchen, on wall to the left
- **Telephone Locations:**

No need to push buttons for outside line - just pick up and dial. (For 911 and local calls only)

 1. On wall in office hallway, between Ladies' and Men's' restrooms
 2. Immediately upon entering the kitchen, on wall to the left

Items Found Near or In the Kitchen

(Kitchen is located beyond the worship space, opposite the Gathering area side, through the double archway.)

- **First Aid Kit:** Located upon entering the kitchen, on the counter immediately to your left near the telephone. It is a blue plastic box marked "First Aid". This kit contains small items for basic first aid. More First Aid items can be found in the kitchen hallway, in the wall cabinet next to the door leading outside.
- **Defibrillator:** Located in the kitchen hallway, in the wall cabinet next to the door leading outside. The Defibrillator can be found inside the cabinet. There is a list of trained parishioners who know how to use the Defibrillator on the door of the cabinet. Trained parishioners should be the first to provide assistance with this machine when needed. In the event there is not a trained parishioner available, the Defibrillator has basic step-by-step directions that any adult can follow.



- **About Our Pineapple:** *The pineapple was a staple of Indian feasts and rites. The pineapple was once an uncommon and coveted a commodity. King Charles II of England designated receiving the pineapple as royal privilege and gift. In time, the pineapple became a symbol of Southern hospitality. For this reason, Immaculate Conception Church chose the pineapple as its hospitality emblem.*

When a new household is officially welcomed to our community, we present this symbol of hospitality and welcome.