

Preparation: Each day the week before you are scheduled to read, prayerfully read not only your assigned reading, but the other reading for the next Sunday and also the Gospel. This will give you a sense of how the readings relate and also make you prepared should the other assigned reader not be available and you do that reading as well. It helps to read the readings out loud. Ministers reflect a reverence for the Word and the assembly by how they proclaim the readings, as well as how they look at the ambo. Please dress appropriately for this ministry. (Business casual – no jeans, shorts, sneakers, or flip-flops). Be sure to wear your St. Xavier lapel pin.

At Mass: Arrive at least fifteen minutes before the liturgy is to begin and sign your name on the white board in the Priests' Sacristy. Stop at the ambo and check to see that your reading is properly bookmarked. Participate in the Ministry of Welcome by greeting parishioners and distributing bulletins at the side or rear entrances of the Church. It is important that all ministers be focused on greeting those entering church and not on talking with the other ministers. Five minutes before Mass begins, join the Presider and the other ministers for a brief prayer near the baptismal font, then resume greeting people until the Entrance Song begins. The prayer may be offered by the Presider or one of the ministers.

First reader: After the Presider's opening prayer, as the assembly is sitting down, approach the sanctuary, bow at the foot of the sanctuary steps, and proceed to the ambo. Check that the microphone switch is up, briefly look out at the assembly, and proceed with the reading. Project your voice out, towards the faithful, rather than downwards. At the end of your reading, see that the Lectionary is open to the second reading. Leave the microphone on, and return to your seat in the assembly.

After the Creed has been read, approach the sanctuary, bow at the foot of the sanctuary steps, and proceed to the ambo for the Prayer of the Faithful (Petitions), [When there is a baptism during the Mass, there is no Creed, so approach the ambo to read the petitions as the family is processing up the aisle following the baptism.] The petitions are in the black notebook on the top shelf of the ambo. After the Presider says the introductory prayer, read each petition prayerfully. After the Presider's closing prayer, as soon as the assembly has taken their seats, read the announcements. Then turn off the microphone and return the black notebook to its shelf. Return to your seat in the assembly.

Second Reader: The second reader carries the Book of Gospels, behind the Processional cross for the entrance procession, holding it high with the front of the book facing the altar. Upon reaching the sanctuary steps, continue up the steps and open the book and place it on the wooden stand on the altar. Return to the foot of the steps, and stand on the opposite side of

the Presider than the server with the cross. If there are 2 servers, stand on either end. Bow with the Presider and other ministers, and then take a seat in the assembly.

After the psalm, approach the sanctuary, bow at the foot of the sanctuary steps, and proceed to the ambo. Check that the microphone switch is up, stand back a short distance from the ambo, briefly look out at the assembly, and proceed with the reading. Project your voice out towards the faithful, rather than downwards. After your reading, turn the microphone off, close the Lectionary and place it on the shelf in the ambo and return to your seat in the assembly.

Notes:

A wonderful source of background information and suggestions for proclaiming the readings is contained in the annual *Workbook for Lectors and Gospel Readers* published by Liturgy Training Publications. We make copies available to our Readers each November before the start of the new liturgical year. The annotated readings for the current Sunday may also be found in a notebook in the sacristy.

When you approach the sanctuary to read, it is preferred that you bow at the foot of the steps in the center aisle. Please approach from the side aisle only if you need to use the handrail for assistance in getting up the steps.

Schedules are available in the bulletin, on the website, and in the sacristy. It is your responsibility to obtain a substitute if you are unable to read as scheduled.

Thank you very much for participating in this ministry!

October 14, 2010