

LECTORS/PROCLAIMERS - CTK PARISH GUIDELINES (Oct 2025)

Liturgy fuels us to become disciples. As a Liturgical Minister, you are exercising what you have been trained for so that you and others can be nourished by our Eucharistic feast. Thus, what you do enables others to become disciples of Jesus Christ.

Preparation before Mass:

To prepare for Proclaiming your scripture readings:

- You can find the readings, both written and oral, at the United States Conference of Catholic Bishops website: <http://www.usccb.org/bible/readings/> – click on “Today’s Readings,” on left of page, then click your date on the calendar, or find it in the *Workbook for Lectors*.
- You may also have the option to purchase a Lector Workbook, which some find helpful in preparing for the readings.
- **If there are options for your reading, read the first of the options (unless directed otherwise by Clergy).**
- Pray and meditate upon the readings as you prepare.
- Practice reading the text out loud several times so it’s familiar to you (one week before you do as Lector)
- For difficult Biblical names, there are pronunciation guides in the front of the *Lectionary* and in the *Workbook for Lectors*.
- **Prepare both readings in case you have to read both.**
- **Read with passion – And read s-l-o-w-l-y.**

When at Mass:

Proclaimers normally sit in or near the front pew on the left side of the church.

- Wear Sunday appropriate attire. Please observe proper attire based on what has been agreed.
- Please come 15 minutes ahead of the scheduled Mass time and let the Sacristan in the Narthex know you are here and highlight your name on the sign-in sheet.
- Double check the reading on the Ambo to ensure it’s the same one you prepared.
- **Check to see if the celebrant is a visiting Priest – if so, check to see if you will have additional responsibilities**

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- **Check to see if a Deacon is present. If A Deacon is not present you will have additional responsibilities: 1st Lector will read the Prayers of the Faithful (after the Homily and the Creed); 2nd Lector will read the Announcements (after the post-communion prayer). Look at the small colored binder on the table by the Priest's chair before Mass to prepare for these extra duties.**
- Five minutes before Mass, gather in the Narthex for a prayer with the Priest and other Ministers.
- If you haven't arrived by that time, chances are that the Sacristan will have selected someone else to cover for you – please check with the Sacristan.
- If you are unable to Proclaim at your scheduled service, find a substitute (you will have a list of Proclaimers and phone numbers and e-mail addresses for your chosen Mass) and also notify the Sacristan for the Mass about who will substitute for you.

First Proclaimer

- **When the Priest sits down after the Opening Prayer, go to the center aisle in front of the Altar Table at the bottom of the stairs, take a bow as a sign of reverence and then go to the Ambo.**
- Adjust the microphone, making sure it is pointing to your lower lip.
- Look at your audience, compose yourself and then begin (**"A reading from ..."**).
- Take care to Proclaim the text slowly, clearly and if necessary, project your voice so that the person at the last pew can hear you, making occasional eye contact.
- At the end of the reading, pause briefly, make eye contact with the Assembly and say: "The Word of the Lord."
- If needed, turn the page for the second Lector.
- After the assembly responds, pause about 15 seconds, then **return to your pew after bowing at the center of the aisle in front of the Altar.**
- **If there's no Cantor (such as at daily Mass), you will Proclaim the Responsorial Psalm. You will be informed of this before Mass, should you need to do this.**

Second Proclaimer

- **When the music for the Responsorial Psalm ends, go to the center aisle in front of the Altar at the bottom of the stairs, take a bow as a sign of reverence and then go to the Ambo.**
- Adjust the microphone so it is pointing to your lower lip.
- Look at your audience, compose yourself and then begin (“A reading from ...”).
- Take care to Proclaim the text slowly, clearly and if necessary, project your voice so that the person at the last pew can hear you, making occasional eye contact.
- At the end of the reading, pause briefly, make eye contact with the Assembly and say: “The Word of the Lord.”
- **Pause about 15 seconds, place the Lectionary under the Ambo (second shelf) to prepare for the Deacon to bring the book of the Gospels, then return to your pew after bowing at the center of the aisle in front of the Altar.**

Some further notes:

If there is no Deacon: The first Proclaimer will read the Prayers of the Faithful (Universal Prayers). During the last part of the Creed approach the center of the Altar and take a bow. At the end of the Creed go to the Ambo and face the Priest. Take the binder (the color depends on the Liturgical season) from the table or from the Ambo. After reading the intentions turn and face the Priest for the concluding prayer. Place the binder back on the table, go down to the center in front of the Altar, take a bow and return to your seat.

If a Proclaimer makes a mistake while reading: don’t say “excuse me” or “I’m sorry”. Either back up and correct the mispronounced word or continue Proclaiming.

7 PM Mass: Since there is generally only 1 Proclaimer present, stay in the Sanctuary after the 1st Reading (sit in one of the chairs if a Cantor is present), Proclaim the Responsorial Psalm (if no Cantor is present), and then Proclaim the 2nd Reading.