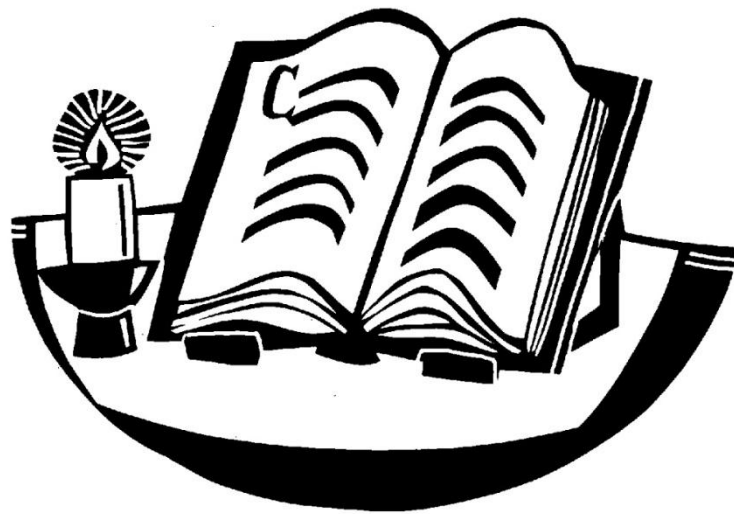


THE MINISTRY OF READING

Sunday mass Procedures
For lectors/readers



St John the Apostle Parish
Kippax
Revised May 2014

PREPARATION AT HOME

- Record your rostered dates.
- In the previous week, either confirm in 'Compact' which lists the readings and readers for the next week
or
check on the parish website:
<http://www.stjohnkippax.org.au>
click on 'Liturgical Ministries',
click on 'Ministry of the Word'.
- If you can't come on that day please arrange a substitute.
- Take home a copy of your reading (left in foyer one week beforehand) and/or check your email for readings being sent directly from Parish Office.
- Take time to understand the reading. There are commentaries in the library, for reference only, to help you. 'Break Open the Word' includes a pronunciation guide, a copy of which is in the Sacristy.
- Take time to pray through the reading, asking Jesus' Spirit to enlighten you and to open the listeners' hearts to welcome God's Word. Remember that the risen Jesus is proclaiming the Word. You are his instrument. Through you he wants to challenge, console, invite, refresh, heal and love those present in the congregation. This is an awesome privilege and responsibility.
- Speaking of God's Word, the Letter to the Hebrews reminds us that it is alive and active, and that it penetrates through to the innermost thoughts, feelings and intentions of the heart, opening everything to God and drawing us into communion with God (Hebrews 4:12-13). Your reading can help this happen.
Take time to practice reading the passage aloud, perhaps with help. Reading publicly can be daunting. The secret of a successful public reader is practice and prayer.

BEFORE MASS

- Wear your 'Sunday best' when carrying out a liturgical ministry. Appear/Be confident.
- Be at Church 10 minutes before the Mass. This saves the acolytes/senior servers having to look for a substitute at the last minute.
- Choose your seat in the congregation and leave any belongings with partner/friend.
- If you are under 163cm (5'4") you will need to use the step.
- First reader, place the step in position before Mass commences if you require it.
- Check that the readings are on the ambo.
- It is the first reader's responsibility to check if the choir is going to sing the Responsorial Psalm.
- The second reader ensures that the Prayers of the Faithful are in the Book of the Gospels and reads them in the sacristy prior to Mass.
- Do not take a copy of your reading to the ambo with you. Read from the copy on the ambo.

DURING MASS

Entrance Procession

- Readers form part of the Entrance Procession with other ministers; first reader carries the Book of the Gospels held aloft.
- When procession reaches the altar the first reader continues without stopping and places the Book of the Gospels in the middle of the altar.
- The second reader meanwhile moves to their position in the front wooden pew and bows to the altar with the other ministers after the Book of the Gospels has been placed on the altar.
- The first reader joins the second reader in the front wooden pew.

First Reading

- Wait for the presider to finish praying the Collect before moving to the ambo.
- Begin: “*A Reading from...*” do not say “*First Reading*”.
- At the end of the reading pause for 3 seconds and then say “*The Word of the Lord*” – not “*This is the Word of the Lord*”.
- After the first reading there is a short period of *silence* (the reader remains standing at the Ambo during this time).
- Before leaving the ambo, put the step in position, or away, depending on the requirement of the next reader.

Responsorial Psalm

- If the responsorial psalm is sung (that is refrain AND verses), then move back to your seat (DO NOT REMAIN AT THE ALTAR). If the responsorial psalm is not sung, or the verses are not sung, then remain at the ambo and read the psalm or verses.
- For the responsorial psalm do not say “*Our response is*”. Just pray the response, the people will repeat it. In between verses do not say “*Response*”. Pause and lead the congregation into the response.
- After reading the responsorial psalm return to the front wooden pew.

Second Reading

- Begin: “*A Reading from...*” do not say “*Second Reading*”.
- At the end of the reading pause for 3 seconds and then say “*The Word of the Lord*” – not “*This is the Word of the Lord*”.
- At the end of the second reading it is not necessary to say “*Please stand to greet the Gospel*”.
- Return to the front pew.

Gospel Acclamation

- The Gospel acclamation should be sung, if not it is omitted. Do not remain at the Ambo while the Gospel acclamation is being sung.

General Intercessions

- The second reader goes to the Ambo at the last part of the Creed: “*I believe in one holy catholic and apostolic church...*”
- The congregation needs to hear the intention and reflect on it before they offer the formal response. After each prayer pause for 3 seconds before the invitation “*Let us pray...*”

- Wait at the Ambo until the presider has said the concluding prayer. Then rejoin the First Reader and then both readers return to their seats among the congregation.

PRESENTATION

- Never read publicly what you have not first read privately.
- Check pronunciations before you get to read.
- Lectors must be/appear confident.
- The proclaimer of the Word is the one who makes the message come alive.
- Readers need to be familiar with the microphone.
- Before leaving the lectern, put the stool in position, or away, for the next reader.
- Posture and stillness are important.
- Look up and out.
- Make eye contact during the reading especially at the beginning and ending. Your message is greatly influenced by your beginning and ending.
- Take it slowly – if you think you are reading slowly – slow down. You are proclaiming the Word of God not calling the first race at Randwick.
- Be alert to having a pause between paragraphs and the possible need to change your vocal expression.
- We *proclaim* not simply read; be natural but give your voice plenty of expression without over doing it; but don't be theatrical.
- Enunciate each word clearly (particularly 't' and 'd' word endings).
- Be aware of '?' in text.
- Keep voice level – don't drop it at end of sentences.
- Different materials require different treatment. Read the fulmination of the prophet with ardour, the admonitions of Paul with regret, and the poetry of the Song of Songs with passion.