

## St. John Fisher Chapel University Parish Lector Guide

*Thank you for being a part of the St. John Fisher Chapel University Parish Worship Ministry by volunteering to be a Lector. The proclamation of the “Word of God” is a very significant part of this ministry and the Mass. Please take the time to read the following guidelines, and keep this guide for future reference.*

- **Scheduling:** You will receive a schedule 2-3 times a year. The schedule contains Lector names and when each is assigned to read. If you are unable to keep your assignment, it is very important that you contact and trade with another reader! Phone numbers are in the Parish Directory. Please notify the Parish Office at 248-373-6457 so the correct names can be listed in the bulletin. Send your reading to your substitute so they can have an opportunity to practice it.
- **Preparation:** You will also receive your Reading, together with notes on the Reading and a guide for pronouncing any difficult words. Please take time to review the Readings reflectively so that you may prayerfully prepare for this meaningful part of the Mass. Do NOT attempt to memorize the reading.
- **Before Mass:** Arrive early enough to sign in and help the Welcomers (15-20 minutes prior). Please dress appropriately.
- **Entering the Church:** The first Reader will carry the red Gospel Book from the book stand in the Gathering Area during the procession into church. The second Reader will light and carry the candles. Both Readers will follow the Cross Bearer. The Gospel Book is placed on the clear Lucite stand in the center of the altar. The candles are placed on either side of the ambo. Then the Lectors return to the foot of the altar beside the priest. When the Cross Bearer has put the cross into position behind the altar and rejoined the other liturgical ministers, everyone will bow. The Lectors sit in the designated seats in the front pews just below the ambo.
- **Proclamation of the “Word of God:”** Approach the ambo from the rear by using the left side ramp. You will notice a black pad directly behind the lectern where you stand when you read. This pad activates the microphone so you need to be standing on the pad for the microphone to be on. **Please do not adjust the microphone in any way** (eg. for your height, etc.). Leave it where it is with the light under the microphone. If you need or want the light on,

please turn the knob, which you will find to the right of the microphone. (Please turn off the light after Mass). Speak clearly and slowly into the microphone. Read the scripture from the lectionary on the ambo – not from your practice sheet. Do not open with a personal greeting such as, “Good Morning.” Start right in with Reading, for example: “A Reading from the First Book of Kings...”

- **After you finish reading:** Bow your head, step back off the pad and remain there for a few seconds for some quiet time before you return to your pew. Exit the altar from the rear. If you wish to join your family for the remainder of Mass you may do so but please return for the procession at the end of Mass.
- **End of Mass:** When Mass is over, the second Reader carries the Gospel Book out in the procession. The first Reader carries the candles. Both Readers stand in front of the priest, just behind the Cross Bearer. The procession exiting the church starts as the chorus is being sung for the second time. Return the Gospel Book and candles to the bookstand in the Gathering Area.
- **Assist:** in passing out the weekly Bulletin.

*Thank you for the part you play in making this a beautiful liturgy.*

Questions: Contact the front office at [frontoffice@sjfcup.com](mailto:frontoffice@sjfcup.com) or 248-373-6457.  
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