

## St. Catherine of Siena – Readers Guidelines - November 2015

### REMEMBER:

- ❖ Review and practice readings and General Intercessions throughout the week
- ❖ Dress appropriately for entering the sanctuary
- ❖ Arrive at least 10 minutes before Mass
- ❖ Get the Book of Gospels from the counter in the sacristy
- ❖ Check microphone/master switch in sacristy
- ❖ Check the Lectionary on the ambo; make sure ribbon is in the correct place & review the reading
- ❖ Review General Intercessions/Prayers of the Faithful in the binder in the first Readers pew
- ❖ Reader 1 proclaims the First Reading and the General Intercessions/Prayers of the Faithful
- ❖ Reader 2 (if there are 2 readers) proclaims the Second Reading and walks in the processions
- ❖ Reader 2 (Second Reading) takes the Book of Gospels to the entrance of the church for procession & processes with Book of Gospels ( held at chest level) behind altar servers
- ❖ After reaching the front of the sanctuary, pause for 2 seconds and then **carry the Book of Gospels to the front of the altar and place it on the altar as it was carried;** then go to your seat.
- ❖ After the Collect (opening prayer), approach the ambo. Before entering the sanctuary, bow to the altar from the front of the pew and walk up to the ambo from the side.
- ❖ You are not reading, but *PROCLAIMING*
  - inflection in voice, pronunciation, enunciation
  - speak into microphone
  - make eye contact with congregation
  - follow text in book with finger, if necessary
- ❖ Introduce the First Reading: “**A** reading from the book...”; at the conclusion of the reading, pause 2 seconds before pronouncing “The Word of the Lord.”
- ❖ Sometimes there are options for the readings (short/long versions, the actual reading itself). Be aware of this and ask the priest his preference before Mass.
- ❖ After the first reading is proclaimed, turn the page (if necessary) to the second reading; then return to your seat as you came
- ❖ Once the psalm is complete, the second reader approaches the ambo in the same way as the first reader **as the cantor leaves the ambo.** This happens simultaneously.
- ❖ After the Second Reading is proclaimed, close the Lectionary and place it on the shelf under the ambo
- ❖ At the point in the Creed when we say “I believe in one holy, catholic and apostolic church,” Reader 1 (First Reading and Prayer of the Faithful) approaches the ambo for the Prayer of the Faithful
- ❖ At the end of Mass when the celebrant leaves the chair, Reader 2 brings a hymnal and meets the altar servers and priest in front of the altar to process out
- ❖ Either reader may then take The Book of Gospels from the ambo and return it to the sacristy and prepare the Lectionary on the ambo for the next Mass. Leave the binder containing the Prayer of the Faithful visible in the first pew.