

Procedure for Samuel Ministry Lectors

1. **Begin preparing for the Liturgy, at which you are to Proclaim The Word, by visiting the United States Conference of Catholic Bishops (USCCB) website: <http://www.usccb.org/nab>.** Select the Sunday on the calendar on the website and the readings will show up. A good way to practice is to read the readings out loud to someone at home. Practice reading slowly with correct pronunciation and enunciation. It is most important that you be heard and understood by the whole congregation. Therefore you must read at a pace that is clear and try to project your voice. Try to put feeling into what you are reading, as if you are reading a story to someone. Try not to talk fast, softly or with a monotone voice. It helps at the end of each sentence to take a deep breath and then go on. Your voice will be stronger if you do not run out of breath.
2. **Intercessions and Announcements will be found in the CLEAR Sheet Protector placed on the table in the meeting area in the Reconciliation Room. Please review before Mass. This sheet protector is NOT to be removed from the Reconciliation Room and is to be left on the table. There is another CLEAR Sheet Protector on the Samuel Ministry Lector's Podium for you to use during Mass.**
3. The Samuel Ministry Lector will meet and practice the readings with the Samuel Ministry Coordinator before Mass day. Reading responsibilities will be decided upon at this time. **If you are not able to lector, please inform the Samuel Ministry Coordinator well beforehand so a substitute can be arranged.** Arrive at church at least 15 minutes before the beginning of Mass. First, make sure the Lectionary is on the Ambo and opened to the day's first reading. Then meet Father in the front processional entrance of church and inform him that you are one of the Samuel Ministry Lectors. Please remain in this area until church begins, as all Samuel Ministry Lectors will process into church together. For example:
 - **Only One Samuel Ministry Lector:** proclaim both readings, and Prayers of the Faithful (Intercessions), immediately following the Profession of Faith. Any Announcements are done after Communion.
 - **Two Samuel Ministry Lectors:** decide which of you will read the first reading and which the second reading and who will read the Intercessions after the Profession of Faith and who will do the Announcements after Communion. Typically, the first Samuel Ministry Lector will read the Prayers of the Faithful (Intercessions) and the second Samuel Ministry Lector will read the Announcements.
 - **Three Samuel Ministry Lectors:** one Samuel Ministry Lector will read the first reading. The second will read the second reading and the third will read the Prayers of the Faithful and the Announcements.
 - When reading the Prayers of the Faithful (Intercessions), the response for the assembly will also be indicated. You will want to have reviewed them **before** Mass in the CLEAR Sheet Protector on the table in the Reconciliation Room prior to reading them to the congregation in order to be prepared for any unusual words and the names of the persons for whom that particular Mass is intended.
 - **The Prayers of the Faithful and the Announcements are in the CLEAR Sheet Protector lying on the Cantor's lectern and are read from there.** The microphone at the Cantor's lectern does not project well. Please project more fully at this microphone. It is unmovable and located on the far side of the top of the lectern. Therefore, it is **MOST** important that you speak into the microphone loudly, clearly, and slowly, so that you will be understood.

*It is preferred by Father Bob that if you are proclaiming the Word,
YOU NOT perform another ministry (Cantor, Student Choir or Altar Server) at the same Mass.*

Order of Mass

1. The Altar Servers lead the procession with the cross and the candles. The Samuel Ministry Lector/s walks ahead of the Priest. The Samuel Ministry Lector/s processes in with the Gospel held HIGH. It is placed in a Book holder on the altar. Return to the foot of the altar along with the Altar Servers, all bow with the Presider.
2. Take your place in one of the front pews closer to the middle of the church.
3. The Penitential Rite (Lord, have mercy) is followed by the Gloria or a prayer. The conclusion of the opening prayer is a cue for the Samuel Ministry Lector to go to the middle of the altar steps and bow before ascending the steps to go to the Ambo. The lectionary should be on the Ambo, opened to the first reading.
4. Make sure that the microphone is adjusted properly for you and then, briefly pause. Glance at the assembly as they seat themselves to hear the Word proclaimed. This will seem like a long time even though it will take less than five seconds!
5. After the assembly is seated, begin with the Proclamation of the Word, e.g., *A reading from...* (you do not need to say *The first reading...*) Then pause because these introductory words are not a part of the scripture reading!
 - Now begin the proclamation of the scriptural passage: **BE SURE TO PROCLAIM SLOWLY, ENUNCIATE THE WORDS CLEARLY AND DIRECT YOUR VOICE TOWARD THE MICROPHONE. PROJECT WELL!**
 - **REMEMBER:** To be effective, the assembly **must be able to hear and understand** the Word.
6. After finishing the first reading, pause again, for just a few seconds, in order to separate the closing words *The Word of the Lord* from the scripture reading. Adjust the Lectionary to the second reading. Then approach the middle of the altar steps, bow and return to your pew.
7. Either a Cantor or the organist will sing the Responsorial Psalm between the first and second readings.
8. When the Responsorial Psalm is finished, the second Samuel Ministry Lector goes to the middle of the altar steps, bows and then approaches the Ambo for the proclamation of the second reading. Pause briefly before beginning with *A reading from...* then pause again to separate this introduction from the scriptural text.
9. When the second reading is completed, pause for just a few seconds. Then conclude with the phrase *The Word of the Lord*.
10. **Place the Lectionary on the shelf in the Ambo.** Return to your place after bowing at the altar steps.
11. The Gospel and Homily follow.
12. As the Creed concludes, go to the Cantor's lectern for the Prayers of the Faithful (Intercessions). The Presider introduces the Prayers of the Faithful (Intercessions) and the Samuel Ministry Lector then reads from the CLEAR Sheet Protector that is on the lectern. Return to the pew **after** the Presider recites the concluding prayer.

13. Immediately after Communion and **before** the closing prayer, go to the Cantor's lectern and read the Announcements. Return to your seat.
14. After the Closing song begins, the Altar Servers and the Samuel Ministry Lector/s who first processed in carrying the Gospel will join the Presider, facing the altar. All will bow at the altar with the Presider. The Samuel Ministry Lector/s and the rest of the procession leave in the same order as you entered. The Book of Gospels will be left on the Ambo.

THANK YOU FOR YOUR PARTICIPATION IN THIS MINISTRY!