



## Holy Redeemer Parish



### *PROCEDURE GUIDE FOR LECTORS AND COMMENTATORS*

*Effective: February 3<sup>rd</sup> 2012*

#### **Part 1 - General Information**

##### **Responsibility**

The responsibility of Proclaiming is shared by two readers at Holy Redeemer Parish, a Lector and a Commentator. The Lector proclaims the Word of God and the Commentator introduces the celebration, reads the announcements, reads the Prayers of the Faithful in the absence of a deacon, and may sometimes be requested to give explanations and directives (added to the Commentator's Binder). On the schedule, #1 is the Lector and #2 is the Commentator. Please note that the Commentator's Notes can only be altered by the priest or deacon. Do not add names or make any other changes or additions without their approval.

##### **Scheduling**

A schedule and telephone list for Lectors/Commentators is prepared periodically. This schedule is posted on the Holy Redeemer Website and printed copies will be available in the Sacristy as well as one posted on the Sacristy Bulletin Board. Since it is very important that you be there as scheduled, we ask that you be very attentive to your scheduled dates. It is understood that you may not be able to be there each time as scheduled, but we ask you to attempt to find a replacement as early as possible. If you cannot find a substitute, please notify the other person scheduled for the same liturgy. If you are unable to inform that person, please notify the Parish of the situation.

## **Part 2 - The Liturgy**

### **Lector & Commentator - Preparation**

You should arrive at church at least 10 minutes early. There is a sign-in sheet on the Sacristy Bulletin Board. Please sign in to record your participation at each liturgy. Confirm that the other reader is also present and, if not, attempt to find a replacement or prepare yourself to assume both Lector and Commentator duties. If you must assume both roles, you will introduce the liturgy from the lectern, and you will not process in with the celebrant. The Lector would still be part of the Recessional.

As soon as you have verified the presence of the other reader, the Lector should check the Lectionary at the Ambo to ensure that it is turned to the correct page and Sunday. The Commentator speaks from the lectern to the left of the Ambo (between the Ambo and the Choir).

The Commentator should make his/her presence known to the Celebrant and either remain at the back until it is time to commence or, from her/his pew, remain alert to pick up a signal that the liturgy is ready to begin. The Commentator should sit in one of the front pews on the choir side. If it is necessary to reserve your seat, an appropriate "Reserved for Commentator" sign is available in the Sacristy. If you use this sign, please return it to its place following the liturgy.

### **Commentator – Welcome, Announcements and Introduction**

At the appointed time, walk to the lectern and welcome the congregation. If there are announcements, they will be in the Commentator's Binder on the first page. The announcements are read before the Entrance Procession and before the Opening remarks concerning the Liturgy. They are said at this time because, although often necessary, they are not an actual part of the Sunday Liturgy. The Commentator will then introduce the Liturgy following the script provided in the Commentator's Binder. Please ensure that you review the Binder Notes before the start of the Liturgy to note whether or not there is a music ministry present. If not, this will change the Introductory Remarks to conclude with an Entrance Antiphon as opposed to inviting everyone to stand for the Opening Hymn.

### **Lector - The Entrance Procession**

In the Opening Procession, the Cross Bearer leads followed by the Candle Bearers, the fourth Altar Server, the Lector, the deacon with the Book of the Gospels, and then the Celebrant. The Lector will walk in the Opening Procession and once at the Altar will bow and then proceed directly to his/her seat. In the event that no deacon is present, the Lector will have the additional responsibility of carrying the Book of the Gospels. The Book is carried high so that the congregation can see it. The Lector in this case walks immediately in front of the Celebrant. The Book of the Gospels is carried to the back side of the Altar, raised high for everyone to see, and then placed flat in the middle of the Altar. The Lector then returns directly to his/her seat. If it is necessary to reserve your seat in the front pew area, a "Reserved for Lector" sign is available in the

Sacristy. If you use this sign, please return it to the Sacristy following the Liturgy. Note: When carrying the Book of the Gospels, the Lector does **not** bow to the Altar.

### **Lector - The First Reading**

After the Celebrant has seated himself for the Readings, move confidently to the Ambo. The Lector on approach to the Ambo should pause and bow to the Altar. On arrival at the Ambo, adjust the microphone to point directly at your mouth, establish eye contact with the congregation and commence the reading in a clear, loud voice. You should start with "*A Reading from the \_\_\_\_\_*". (do **not** say this is the 1st or 2nd Reading). The Reading should be proclaimed clearly, reverently and with appropriate emphasis. The preparation time spent pre-reading and meditating on these Readings will give you that confidence. Try to maintain some eye contact with the congregation. At the end of the Reading, pause briefly, and say the words: "*The Word of the Lord*". Remain quiet for a few moments [15 to 20 seconds]. Step smoothly off the Ambo platform and move to a position beside the Altar servers until the completion of the responsorial Psalm (Sung by the Choir or proclaimed by the Commentator).

### **Commentator – The Responsorial Psalm**

Check with the choir before the start of the Liturgy. If the choir is singing the Psalm, just remain seated. If there is no choir present, or if they are not prepared to sing the Psalm, it is your responsibility to proclaim it. This is done from the Ambo. As the Lector steps away from the Ambo, rise from your seat and walk quickly, but smoothly, to the Ambo bowing toward the Altar while approaching the Ambo. When in place adjust the microphone to point directly at your mouth. In reading the Responsorial Psalm, first read the response and then the verses. Lead the congregation (by eye contact or hand gesture) in the Psalm response to each verse. When the Psalm is finished quietly return directly to your seat.

### **Lector – Second Reading**

Return to the Ambo once the Commentator, or choir, has completed the Responsorial Psalm and re-adjust the microphone if required. Remain quiet for a few moments and then commence the Second Reading in the same manner as the First. Conclude as in the First Reading with "*The Word of the Lord*". Pause again following the Reading, then return directly to your place. The music ministry, the deacon or the Celebrant will sing the Gospel Acclamation

### **Commentator - Prayers of the Faithful**

The Prayers of the Faithful follow the Creed and are normally led by a deacon. In the event no deacon is present, the Commentator is to lead these prayers. The Celebrant will say the words of introduction to the Prayers. During this introductory prayer, the Commentator will move again quickly, but smoothly, to the Ambo. After re-adjusting the microphone and listening for the completion of the Celebrant's introductory prayer, the Commentator then proceeds to read the intercessions one at a time. (*The Prayers are found on the last page of the Commentator's Binder*). Following the last intercession the Celebrant will say a Concluding Prayer. The Commentator is to

remain at the Ambo, head bowed in prayer, until the Celebrant is finished. As the Congregation is seated, the Commentator returns directly to his/her seat.

### **Commentator - Communion Antiphon**

The Communion Antiphon is to be read at any Mass that is without music. The Antiphon is read immediately after the Celebrant and deacon have themselves received Communion.

The Communion Antiphon is shown on the last page of the Commentator's Binder. This prayer is spoken from the lectern as opposed to the Ambo.

### **Lector and Commentator - Recessional**

Following the final blessing, both the Lector and the Commentator join the Celebrant and the deacon, standing behind them facing the Altar as the Altar is revered with a profound bow by the entire Recessional Party. On completion of the bow, the entire Recessional Party turns to face the back of the Church and the Recessional commences. **Note: the Book of the Gospels is not carried out in the Recessional as the Word of God goes out in the hearts and minds of the people.** The Lector and Commentator walk side by side ahead of the deacon and/or Celebrant in the Recessional, following the Altar Servers.

## **Part 3 - Following the Liturgy**

The Book of the Gospel is retrieved from the Ambo where it was placed by the deacon or Celebrant at the time of the Gospel reading by the Lector and brought to the Sacristy counter. The Commentator's Binder is carried in the Recessional and placed on the counter in the Sacristy with the Book of the Gospels. When retrieving the Book of the Gospels, the Lector should ensure that the Lectionary is in place on the Ambo and opened to the correct page for the next Mass of that given Sunday.

## **Part 4 – Miscellaneous**

### **Dual Ministry**

When exercising Ministry of Lector/Commentator, do **not** act as a Eucharistic Minister unless absolutely necessary.

### **Hospitality**

Please remember that as Lectors and Commentators, part of our Ministry is to be a welcoming presence. Therefore, before the Liturgy, while you are waiting for the Procession to form, and after the Liturgy, please smile and greet people as they enter or leave the church.