

Scripture Readers' Guidelines St. Philip Church, Norwalk November 2008



- Check your schedule
- Prepare your reading
- Attend assigned reading or get a substitute in advance
- Arrive early
- Proclaim your reading slowly and strongly

Assignments: Two Readers, "A" and "B," are assigned for every Mass.

| Activity                | Responsibility             |
|-------------------------|----------------------------|
| Introduce the Mass      | Reader B (not during Lent) |
| Process Lectionary in   | Reader A                   |
| Proclaim first reading  | Reader A                   |
| Proclaim second reading | Reader B                   |
| Prayers of Intercession | Reader A (if no Deacon)    |
| Parish announcements    | Reader B                   |
| Process Lectionary out  | Reader B                   |

**Schedules:** Set on a quarterly basis. Please remember to pick up schedules when announced!

Check the schedule carefully. Let Jim Keavney ([keavney@sbcglobal.net](mailto:keavney@sbcglobal.net), 847-9463) know if you have preferences regarding which Mass you wish to attend. If you are unable to read at an assigned Mass, you must arrange for a substitute as far in advance as possible. If you are unable to find a substitute, YOU MUST CONTACT JIM KEAVNEY. If a last minute emergency arises, you must make every effort to contact the other assigned Reader to alert them that he or she will be the only Reader. **If the second reader does not show prior to Mass, check the congregation for other readers in attendance. Attendance is monitored and frequent absences, where no substitute has been arranged, will result in inviting you to participate in some other ministry.**

**Preparation:** Rehearse and Arrive Early

Each Reader must rehearse both readings aloud, at home, during the week. Prepare to do both readings in case you are the only Reader in an emergency situation. Arrive at least 10 minutes before the scheduled Mass. Check with the Sacristan, Presider, and Music Director for "special" instructions. Check your Lectionary reading, the Mass introduction, Prayers of Intercessions (if no Deacon), and closing announcements. **Check that the sound system has been turned on.**

**Appearance:** Seating and Dress

Along with your family, sit in one of the first three center pews. Proper, appropriate dress is required.

**Starting:** Be Early and In Position

**Reader B:** When the organ prelude is completed, walk slowly to the pulpit and **loudly** introduce the Mass from the Reader's sheet. **Please wait for the congregation's response to your "good morning/evening" welcome before you proceed further. During Lent, no introduction is made.**

**Reader A:** After leaving the Sacristy, go to the main vestibule a few minutes before Mass begins. When Entrance Hymn begins, hold the Lectionary high with the front cover facing the assembly, and follow the Processional Crucifix down the center aisle. At the foot of the step,

go left and wait for the Presider and servers. Bow together, and continuing to hold the Lectionary high, go to the pulpit and place the Lectionary there. Do not open the Lectionary at this time. **Return to your seat after bowing at the center step.**

Reading: **PROCLAIM SLOWLY, SPEAK STRONGLY AND CONFIDENTLY**

**Reader A:** After the opening prayer, remain standing until the assembly is seated and quiet. Go to the center front step, bow, and approach pulpit from the Altar side. Silently open the Lectionary. PROCLAIM SLOWLY, STRONGLY, AND CONFIDENTLY. When reading is complete, pause, then make eye contact with the assembly and say "The Word of the Lord". Bow your head, pause for a moment, raise your head and make eye contact with the Cantor (who will rise at this time). Exit toward the Altar side and meet the Cantor at the center front step. Keep the Cantor to your right. Bow together, step back, and proceed to your pew.

**Reader B:** After Cantor sings the Responsorial Psalm, pause a moment, then slowly rise and make eye contact with the Cantor. Walk slowly to the center step, allowing the Cantor to pass in front of you and take a position on your right. Bow together, step forward, and proceed to the pulpit. PROCLAIM SLOWLY, STRONGLY, AND CONFIDENTLY. When reading is complete, pause, make eye contact with the assembly and say "The Word of the Lord". Bow your head and **wait momentarily. Then leave the pulpit.** Exit toward the Altar side, **bow at the center step,** and return to your pew.

If you are the only Reader, follow both steps noted above. In the case of the Responsorial Psalm not being sung (more often in July-August), but read by Reader A, repeat the refrain with the Assembly each time. **Lead the assembly with hand gestures.** The psalm is not in the Reader's Workbook; if you know in advance that you will be reading it, arrive early to prepare it.

Be comfortable with the microphone, adjusting its position only if necessary. Project the meaning of the passage. Use pauses to emphasize its importance. For example, pause after "*A Reading from...*" and before the closing, "*The Word of the Lord.*"

Intercession: Only If No Deacon

**Reader A:** During the Profession of Faith, approach the pulpit (from the far side) when you hear "*We believe in One Holy Catholic...*" Immediately after the Presider's introduction, begin to read the Prayers of Intercessions by first proclaiming loudly and clearly the appropriate response required. After the Presider's prayer concluding the Intercessions, close the Lectionary (if it is still open), and return to your seat (away from the altar side). **However, if there is an announcement concerning a second collection, wait for the prayer to conclude and the assembly to sit and be quiet – then make the appropriate announcement.**

Announcements and Exit: Separate and Enumerate Each Announcement

**Reader B:** When the Presider invites "*Let us pray*" for the prayer after communion, return to the pulpit from the far side for closing announcements. Once you hear the "*Amen,*" step up to the pulpit and make the announcements, separating each so that they do not run together. When finished, place the Reader Sheet in the proper slot on the pulpit and step back. As the Presider moves to the center aisle, take the Lectionary and join him with the other servers. The Presider is on your right. All bow together. Follow the Processional Crucifix out, holding the Lectionary high, with cover facing the assembly. If only one Reader is available, this Reader processes the Lectionary out. If there is no Processional Crucifix, the Reader leads the procession out.

Bring the Lectionary back to the Sacristy **after the assembly begins to leave.** After you have placed the properly "ribboned" Lectionary on the counter in the Sacristy, go to the pulpit and bring the Reader's sheet back to the Sacristy. Discard the top sheet and place the new Reader's Sheet on the counter.

