

General Instructions for all Lectors and Extraordinary Ministers

St. John the Baptist Parish, Perth

You should ordinarily exercise only one ministry at a Mass:

- For example, if you are reading, normally you should not be serving on the altar, ushering, singing in the choir or ministering at Communion.
- Emergency situations happen, but each minister should be involved in only one ministry at the Mass if possible.

Clothing and dress should be appropriate for the occasion:

- Modest and in keeping with the dignity of the ministry.
- Never wear or do anything that would distract from the Word being proclaimed.

Before each Mass you are ministering at:

- Arrive at least ten minutes early and ensure that the Sacristan knows you are present.
- Retrieve a hymn book from where you will be sitting during the Mass.
- Five minutes before each Mass, gather with the ministers for prayer in the narthex.
- Ministers who are not present by the time of prayer will be substituted for.
- All are asked to observe silence after the prayer and until the procession begins.

Questions:

If in doubt about any details of your ministry, ask the Sacristan, the Master of Ceremonies or the Presider for guidance.

If you are unable to attend or fulfil your duties:

- If possible, make an effort to find a replacement.
- Ask your replacement to notify the Sacristan that they are standing in for you.
- In an emergency, a substitute will be found if you are not at the prayer before Mass.

Lector/Reader Preparation

- To make the service of the Word effective, all Lectors are asked to be prepared for their ministry. Preparation should be spiritual, scriptural and practical.
 - Spiritual preparation involves prayer over the text and reflection on its message.
 - Scriptural preparation involves understanding the meaning of the text in the context of the letter or book from which it is taken.
 - Practical preparation involves mastering difficult words, learning the right pronunciations and practicing the delivery of the text aloud.
- Arrive in ample time before the liturgy and locate the readings in the Lectionary.
- Before Mass: the first Lector should ensure that:
 - the Lectionary is in place on the Ambo, open to the correct reading;
 - a copy of the Prayers of the Faithful is on the ambo;
 - the Book of the Gospels is in place at the back of the church, with the page marker at the proper place.
- Lector 2 reads over the Prayers of the Faithful in the three-ring binder on the stand in the foyer and checks with Lector 1 to ensure that there is a copy on the ambo.
- Lectors check in with the Sacristan 10 minutes before Mass.
- The ministers meet and gather for prayer in the narthex (between the double doors) five minutes before Mass.
- Lector 1 proclaims the first reading (and the Responsorial Psalm, if the music ministry does not sing it) and reads the announcements after the Communion Prayer of the Mass.
- Lector 2 (second on Lector schedule) proclaims the second reading and the Prayers of the Faithful.

Ritual Action for Lectors

- Lectors are in the entrance procession.
- The first Lector solemnly carries the Book of the Gospels (positioned in front of the Presider), bows before of the sanctuary, proceeds around the altar and places the Book in the centre of the altar.
- Both Lectors go to their chairs in the Sanctuary near the Ambo.

- Both Lectors return to seats in the congregation together as soon as the Gospel Acclamation begins.
- The Lector reading the Prayers of the Faithful remains seated near the front and moves to the Ambo as the Creed is coming to an end.
- Lectors do not join in the recessional, nor is the Lectionary or the Book of the Gospels carried in the recessional.

Silence

- Each Lector should pause momentarily before beginning the reading. This is especially important for the first Lector who should not speak until the assembly has settled in their pews.
- In order to enable the assembly to ponder and reflect on the Word proclaimed, a pause of about fifteen seconds should be observed after each reading or psalm. This should be an authentic silence - a mini, personal "Lectio Divina."
- Please remain in your place at the Ambo during the silence and do not leave the Ambo until fifteen seconds has passed.

Useful Tips for Lectors

- Lectors begin by saying, "A reading from" It is inappropriate to add words such as: "The first reading is from..."
- The title of the reading such as "A reading from ..." and the ending, "The Word of the Lord" should be distinguished from the reading itself. Observe a short pause both after the former and before the latter.
- The actual text of the reading should begin on a new breath, with a different vocal inflection.
- It is preferred that the Responsorial Psalm be intoned/sung but if it is recited it is not necessary to announce "Responsorial Psalm" - you would just proclaim the response.
- The Gospel Acclamation should always be intoned; if not sung it is normally omitted.
- You should not modify any words in the text.
- While proclaiming the Word, you may find it helpful to rest your hands lightly on the Lectionary. Avoid anything that might distract from the proclaimed Word, such as leaning on the Ambo, hands in pockets, or shuffling from one foot to the other.
- The microphone should be adjusted for your height. Practice turning pages with the microphone in place as well. Ideally the tip

of the microphone should be parallel to the floor to avoid the “popping” that may occur if you turn it upwards.

- The Lectionary should not be lifted off the Ambo while saying, “The Word of the Lord.”
- Copies of “Workbook for Lectors and Gospel Readers” are available in the Sacristy and at the back of the church to help with your preparation.

Extraordinary Minister of Holy Communion Ministry Guidelines

Ritual Action:

- Extraordinary Ministers of Holy Communion take part in the entrance procession and sit in pews near the front of the church.
- After the Presider's invitation to the Sign of Peace, they proceed immediately to the sanctuary. They should cleanse their hands using the sanitizer on the credence table on the sacristy side of the Sanctuary.
- The ministers stand side by side in front of the altar of reservation (tabernacle), facing the Presider.
- Towards the end of the Lamb of God, the Master of Ceremonies or Acolyte will go to the tabernacle to bring the ciborium and large pyx (containing gluten-reduced hosts) to the altar. Please do not obstruct or block the path for the acolyte.
 - If the Master of Ceremonies or Acolyte does not retrieve the ciborium and pyx from the tabernacle, an extraordinary minister should complete that task.
 - To do so, the minister opens the tabernacle door, genuflects and removes the ciborium and pyx. The lid of the ciborium is left in front of the tabernacle. The door to the tabernacle is left slightly ajar, not fully open. The ciborium and pyx are then transferred to the corporal on the right side of the Presider on the altar.
- When the ciborium and/or pyx are to be returned to the tabernacle, the Presider may hand them to the Master of Ceremonies, an Acolyte or one of the Extraordinary Ministers, or may elect to transfer them himself. The lid is placed on the ciborium and the ciborium and pyx are placed in the tabernacle, and the minister genuflects. The door is closed and the minister returns to his/her place in the church.
- The "General Instructions" state that these transfers are completed "reverently but without ceremony."
- All extraordinary ministers leave the sanctuary once their ministry is completed.

Distribution of Holy Communion:

- The infirm and disabled receive Communion first (they usually sit in the first or second pew, or in a wheelchair nearby.)
- Any changes to the distribution locations or process will be discussed before the prayer time in the narthex before Mass.

- The proper form for distributing Holy Communion is to offer the Body of Christ by saying, *“The Body of Christ”* and to offer the Precious Blood by saying, *“The Blood of Christ.”* No other words or names should be added; and the formula should not be edited in any way. (Cf. GIRM, 161; 284-287).

When someone presents themselves for a prayer or “blessing:”

- There is no formal provision for this within Church documents. It is a local custom.
- It is suggested that when possible we refrain from using the word “bless” to describe such an action.
- It has recommended that, while placing your hand upon the person’s forehead (placing of the hand is optional), you say something like, “May you receive the Lord Jesus in your heart,” or “May Christ fill you with His love.”

Purification of Sacred Vessels:

- The chalices and ciboria are returned to the altar.
- Extraordinary Ministers of Holy Communion may consume what remains of the Precious Blood from the chalices before placing them on the altar.

Should a Host drop to the floor:

- Don't panic.
- If the person who has dropped the Host does not pick it up and consume it, you would discretely and reverently pick up the fallen Host (being careful not to drop additional Hosts as you bend down) and place it along the inside wall of the ciborium until Communion is finished.
- When Communion is completed, you may either consume the Host or give it to the priest to properly dispose of (he will either consume it or place it in the tabernacle where it will be kept in a glass of water after Mass to facilitate its disintegration.)

Should a spill of the Most Precious Blood occur:

- Don't panic.
- Ask those near the spill to step back.
- Place your purificator over the spill. The acolyte will bring you another purificator.
- Step away from the area and continue in your ministry.

- The priest will look after the spill, if not immediately, at least after Mass is over. Leave the purificator over the spill area until the area has been properly cleaned.
- If the chalice is too full for you to safely hold it while you place the purificator over the spill, ask the next person in the Communion line to hold the chalice for a moment.

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Processional into the Church:

1. Cross Bearer
2. Candle Bearers
3. Master of Ceremonies
4. Extraordinary Ministers of Communion
5. Lector 2
6. Lector 1
7. Presider/Celebrant

Ritual Action:

- If you are not carrying anything in procession, carry a hymn book in your hand and join in the processional song.
- Once you arrive at the front of the church, the ministers split evenly and form a single line before the front step:
 - Lector 1 carrying the Book of the Gospels bows and proceeds into the sanctuary first.
 - The others stop, take their cue from the Presider and bow their heads solemnly.
 - The Presider goes into the sanctuary and the ministers go to their seats.
 - The Lectors are seated in the sanctuary.
 - The Extraordinary Ministers of Holy Communion are seated in the congregation.
 - The Presider goes into the sanctuary and the ministers go to their seats.
 - The Lectors stand in front of their chairs in the sanctuary.
 - The Extraordinary Ministers of Holy Communion sit in the congregation.
- Only the altar servers and priest are in the recessional at the end of the Mass.

Seating: Lectors are seated in the sanctuary and return to pews when Gospel Acclamation begins.

Bowing: Lectors bow to the altar when walking in front of it.

Silence after the Readings: Upon the completion of each of the readings, the Lector returns to their seat. There will be 15 seconds of silence between the readings, psalm or other acclamations.

Lectionary onto shelf after second reading: When the second reading has been proclaimed, the second reader closes the Lectionary and places it in the ambo shelf, thereby providing a space for the Book of the Gospels.

Recessional: When the Presider has given the final blessing and moves to kiss the altar, the following people move into position in the centre aisle: Cross Bearer, Candle Bearers and Presider. They bow with the Presider. After the bow, they turn and proceed down the aisle.