



Lector Procedures – November 2022

IF YOU CANNOT ATTEND MASS AT YOUR SCHEDULED TIME, IT IS YOUR RESPONSIBILITY TO OBTAIN A SUBSTITUTE.

*For changes or corrections to this procedure, contact
Norm & Tia Bailey, 253-351-2959 or tiabailey@comcast.net.*

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QUICK LIST

1. Make sure your online profile in the scheduling system (see below) is current with your Mass preferences, contact information and available/not available dates (you should receive a reminder prior to each scheduling cycle).
2. Request substitutes well in advance of your scheduled time (preferred method is to request a substitute via the scheduling system).
3. Please arrive 15-20 minutes prior to Mass.
4. Sign in on the sheet in the vesting sacristy to let the Point Person know you are there.
5. Check the white board in the vesting sacristy for last-minute messages (there is a section for lectors).
6. Check the Prayers of the Faithful taped to the counter in the vesting sacristy for any pronunciation clues especially for names included in the Prayers of the Faithful. (Also compare this to the copy in the folder at the ambo to assure that it is complete.)
7. Second lector be sure to get the names of the parishioners bringing up the gifts from the Greeters.



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8. The processional participants enter the sanctuary according to the detailed instruction below:
 - a. Cross Bearer (does not bow, pauses 2 seconds in front of the Altar, goes to put Cross in its stand, and then goes to the server chairs and remain standing)
 - b. Servers (bow to the altar and go to their chair and remain standing)
 - c. First lector carrying the Book of the Gospels (enthrones the Book of the Gospel then descends the steps to the right of center facing the altar and bows, together with the second lector)
 - d. Second Lector (follows behind the first lector, stands slightly to the left side of the altar and waits for the first lector, then they bow together and go to their seats)
 - e. Presider

 9. The recessional participants depart the sanctuary according to the details instructions below:
 - a. Cross bearer (standing behind the presider in the center of the Aisle with lectors on either side of the presider and altar server(s) on the outside all facing the altar)
 - b. Presider, Lectors and Altar server(s) bow to the altar and all turn to face the doors
 - c. Cross bearer leads
 - d. Altar server(s) follow walking side by side
 - e. Lectors follow walking side by side
 - f. Presider follows
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SCHEDULING SYSTEM

- The online scheduling system for all ministries is located at this address:
<https://secure.ministryschedulerpro.com/webterminal/myProfile.php?user=stjohnthebaptist>
- When you log into your account on the system, your greeting will look like this:

Dear (Lector Name),

Welcome to the Web Terminal! Here you can view your personal schedule, view full posted schedules, view rosters, find substitutes, and view and change your personal preferences.

You can navigate through the terminal by clicking on the tabs above.

Click on the My Schedule tab to see your personal assignments.

Click on the Full Schedules tab to see full schedules.

Click on the Rosters tab to find contact information for others.

Click on the My Profile tab to view or change your personal settings.

- To update important information about you, your email address, phone number(s), and especially availability and non-availability, you need to proceed to the My Profile Tab.....
- The upper section will show your basic information and will also give you the opportunity to change your password if desired.
- The middle section is where you would update information regarding the ministries you are currently part of, as well as your preferred times for scheduling assignments by the system.
- To modify the Service time preference, you can add additional time preferences or remove any that you may not prefer to have scheduled for you. Also, take note of the check box that sets up the *Schedule me ONLY at the times in the list*.

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SCHEDULING SYSTEM (continued)

- The bottom third of the profile contains the Preferred Frequency, unavailability dates, and any additional notes you want to add to your profile.
- Don't forget to click on the Submit button, otherwise any changes you've made won't be incorporated into your profile.

(Please make sure to click the "Submit" button at the bottom of this page when finished.)

Preferred frequency of scheduling: normal

Can't serve dates / times

Saturday, August 18, 2012
Sep 1, 2012 - Sep 16, 2012
Apr 19, 2013 - May 5, 2013

[Add...](#)
[Remove](#)

To declare another can't serve time click the "Add..." button now.

Additional notes / comments to submit with this profile change form

Please make sure to click this "Submit" button when finished.

[Submit](#)

- The My Schedule tab serves two very important functions. First, it shows you what is currently assigned to you during the scheduling month. Secondly, it gives you the opportunity to notify all of the lectors via email if you want someone to substitute for you. If you need to do this at the last minute, you should also notify your co-lector for that Mass so that they can be prepared to lector in your absence if no sub is available.

Home **My Schedule** Full Schedules Rosters My Profile Help [Sign out](#)

You are scheduled to serve at the following times.

[Saturday, Oct 13, 5:30 PM: 28th Sunday in Ordinary Time - Point Person \(request sub\)](#)
[Saturday, Oct 27, 5:30 PM: 30th Sunday in Ordinary Time - Point Person \(request sub\)](#)

If you can't serve at one of your scheduled times, it is very important that you find a substitute ahead of time to take your place. You can make a sub request by clicking on one of the (request sub) links above.

- The full schedule tab is self-explanatory. It shows you what you have already been receiving via mail in the past, and email most recently.

Church of St. John the Baptist

Home **My Schedule** **Full Schedules** Rosters My Profile Help [Sign out](#)

Servers, Eucharistic Ministers, Greeters, Cross Bearers, Lectors, Welcome Tables, Sacristans and Point Persons

Aug 4 - Oct 28

August 4 - August 5: 18th Sunday in Ordinary Time

	Server	Eucharistic Minister	Greeter	Cross Bearer	Lector	Welcome Table	Sacristan	Point Person
Saturday, 5:30 PM	Nathan Cogswell Stephanie Cogswell	Fr. Jim Coyne - B (1) Andrea Chay - B (2) (sub req.) Carole Novak - B (3) Carmie Neuphan - B (4) (sub req.) Ron Novak - C (1) Julie Butler - C (2) Lynda Loch - C (3) Mark Thompson - C (4)	Kathleen Kernan Rose Neuroth Dolores Paul Linda Shodgrass	To Be Assigned	Allen Myers - 1 (sub req.) Yvonne Lawless - 2	Kathy Bright	Joan Bayer	Denise Jackson
Sunday, 9:00 AM	Brandon Santilan Aida Villa	Fr. Jim Coyne - B (1) Aida Villa - B (2) Carmen Neele - B (3) Bonnie Sawyer - B (4)	Varghese Chakkalakal Deepa Chakkalakal Kevin Chakkalakal	Jacob Santilan	Irene Cardente - 1 Steven Villa - 2	Ann & Brian Verkuypse	Paul Dehmer	Mary Petersen

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SCHEDULING SYSTEM (continued)

- The Rosters tab is also self-explanatory. It's handy if you're part of more than one ministry, since you can select any one of the ministries in the system and obtain the roster for that one.

		
Home My Schedule Full Schedules Rosters My Profile		
St. John the Baptist Ministers		
<u>Lectors</u> (Norm and Tie Bailey, tsbailey@catholic.org , 253-251-2259)		
<u>Saturday, 5:30 PM preferred</u>		
Norm Bailey	253-251-2259	normbailey@comcast.net
Tie Bailey	253-251-2259	tsbailey@catholic.org
Paul Felcyn	253-630-2612	pfelcyn@comcast.net
Yvonne Lawless	253-630-1706	yvonne@comcast.net
Allen Myers	253-631-5387	admyers1@comcast.net
Betty Lou Partridge (sub)	253-631-2507	bettylp@comcast.net
Gene Partridge (sub)	253-631-2507	bettylp@comcast.net
Lyndee Roberson	253-654-7029	LyndeeRob@comcast.net
Mary Kaye Soderlind	253-608-6957	mksoderlind@yahoo.com
<u>Sunday, 9:00 AM preferred</u>		
Irene Cardenia	253-633-3346	irene9225@hotmail.com
Deeja Chakkalakal	253-630-3744	varthasack@hotmail.com
Mike Dennis	425-413-5643	mike.dennis@comcast.net
Zelle Dolan (sub)	253-630-3446	
Denise Firman	253-639-3134	firmanfami@comcast.net
Shawn Harbert	253-650-0532	sophiebean@earthlink.net
Mary Heusel	253-631-0159	
Raid Nabemala	253-635-3456	nabemala@comcast.net
Sue Ray (sub)	253-635-1212	sue1@aol.com
Charles Santilan	425-413-6584	csantilan@comcast.net
Catherine Sogard	206-799-4410	catherine.sogard@comcast.net
Marie Tanaka	253-604-0206	rusamaria@comcast.net
Charlene Vermilion	253-639-8510	cvermilion@comcast.net
Gary Robert Weber	253-631-8225	webercast@comcast.net
Steven Willis	253-635-1229	steven.willis@comcast.net
<u>Sunday, 11:30 AM preferred</u>		
Jerry Bonagofski	253-631-1456	sojourn44@hotmail.com
John Casey	253-631-3764	jcasey@cumenfirm.com
Gigi Salina	206-427-3247	ggsalina@yahoo.com
Jerome Slahe (sub)	253-737-4145	joan_slahe@comcast.net
Joan Slahe (sub)	253-737-4145	joan_slahe@comcast.net
Gary Fuchs	253-737-4145	garyfuchs1@comcast.net
Rosen Glywell (sub)	425-433-0530	mglywell@comcast.net
Candice Johnston	425-433-5447	johnmanor@comcast.net
David Johnston (sub)	425-433-5447	johnmanor@comcast.net
Emilio Santiago	253-631-8909	esantiago@yahoo.com
Philip Warnock	253 277 1256	philipwarnock@comcast.net
Vicky Warnock	253 277 1256	vickywarnock@comcast.net
Michelle Zaleski (sub)	425-433-3337	mzaleski@comcast.net



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DETAILED INSTRUCTIONS

Prior to Mass:

During the week prior to your scheduled Mass, read over both readings for the Mass from the Lector's Workbook. Pay special attention to the pronunciations narrative as it will help you better proclaim the Word of God at Mass. Take some time to meditate or pray over the readings.

Please plan to wear attire appropriate to proclaiming God's word. Shorts, jeans, t-shirts, flip flops, etc. are not appropriate.

Sign in on the schedule in the vesting sacristy. If you are substituting, replace the name on the list with your name if it is not already updated. If you do not sign in, it will be assumed that you did not show up. If you miss three scheduled Masses in a six-month period without finding a substitute, you will be removed from the lector schedule. We understand that emergencies occur from time to time and there will occasionally be no opportunity for you to find a substitute.

If you are reading from a different location than the ambo, check the microphone in the sanctuary to ensure that it is working. Spare batteries are in the vesting sacristy. The point person can assist you if there is a problem.

Check to be sure that the red Lectionary book with the two readings for the Mass is on the ambo and opened to the first reading.

Check to be sure a copy of the Prayers of the Faithful is in the ambo. 2nd lector needs to review these prayers.

Make sure the other lector is present. If not, be prepared for both readings and the Prayers of the Faithful.

The 2nd lector should obtain (from a Greeter) the names of the people who will be presenting the gifts during the offertory. Suggestion: slip that into the folder with the Prayers of the Faithful at the ambo prior to Mass.



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During Mass:

Processional: The processional participants enter the sanctuary according to the detailed instruction below:

1. Cross Bearer (does not bow, pauses in front of the Altar, goes to put Cross in its stand, and goes to the server chairs and remain standing)
2. Servers (bow to the altar and go to their chair and remain standing)
3. First lector carrying the Book of the Gospels (enthrones the Book of the Gospel then descends the steps to the right of center facing the altar and bows together with the second lector)
4. Second Lector (follows behind the first lector, stands slightly to the left side of the altar and waits for the first lector, then they bow together and go to their seats)

Once the server(s) is (are) at near the electrical plug in the floor (just past the baptismal font), the lectors proceed according to the above steps. The 1st lector carries the Book of the Gospels held high and with cover facing the back of the church. Walk down the center of the aisle maintain a consistent distance between yourself and the server(s).

Proclaiming the Word: After the opening prayer, Penitential Act, and Gloria (if it is proclaimed), the priest will take his seat. At that time, the 1st lector will proceed to the front of the church, bow to the altar, and continue to the ambo. You do not need to go to the center of the altar if you are seated on the ambo side of the church. Simply bow to the altar from the side. There is no hurry, take your time. Adjust the mic to the proper height if needed.

Speak slowly and with feeling but do not over-dramatize. You don't need to lean into the mic, but ensure you are facing it. At the end of the reading, pause slightly before proclaiming "the Word of the Lord". Wait until the congregation has responded "Thanks be to God" then slowly leave the ambo, bow to the altar and return to your seat.



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The choir/cantor will then proceed with the Responsorial Psalm. The 2nd lector should wait until the psalm is completed and the cantor has returned to the choir if they used the ambo. Then, the 2nd lector should proceed as the 1st lector did, bowing to the altar prior to going to the ambo to proclaim the 2nd reading. After the congregation has responded “Thanks be to God”, the 2nd lector closes the book and puts it on the shelf in the Ambo. They then return to their seat, stopping to bow to the altar on the way.

Prayers of the Faithful: The priest will begin the Profession of Faith. When the congregation begins the section “I believe in the Holy Spirit...”, the 2nd lector proceeds back to the ambo making sure to bow to the altar on the way. At the end of the Profession of Faith, the priest will say a short prayer. The 2nd lector should then read the Prayers of the Faithful, slowly and clearly giving the congregation time to finish their response before starting the next prayer. After the last prayer and response, the 2nd lector should take a single step back from the mic and face the priest. The priest will conclude the Prayers of the Faithful. The 2nd lector then announces the names of the people who will be presenting the gifts of bread and wine and returns to their seat bowing to the altar as they pass it.

Conclusion: After the concluding rite of the Mass, the priest will proceed to the front of the altar. Follow the below instructions for the recessional:

1. Cross bearer stands behind presider in the center of Aisle with lectors on either side of presider and altar server(s) on the outside all facing the altar
2. Presider, Lectors and Altar server(s) bow to the altar, turn to face the doors
3. Cross bearer leads
4. Altar server(s) follow walking side by side
5. Lectors follow walking side by side
6. Presider follows

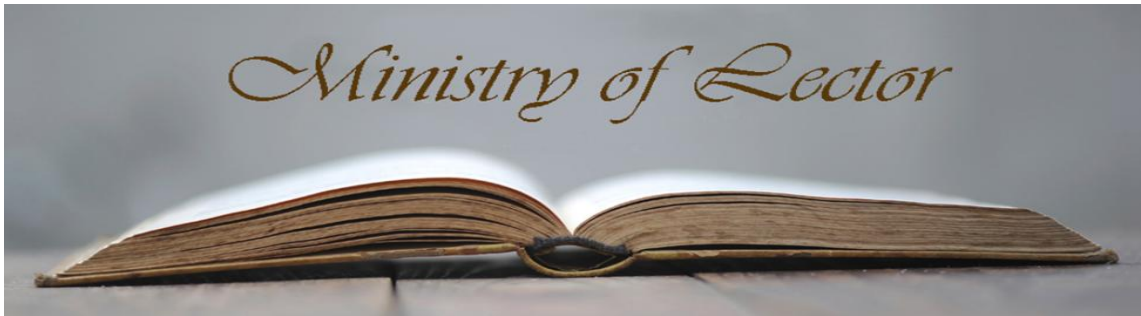


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Do's and Don'ts:

- Don't assume that requesting a sub relieves you of any further responsibility. Monitor the scheduling system and make sure a substitute agrees to do your assignment for you. If no one does, be sure to notify the lector you were scheduled to partner with for the Mass you are not able to attend, and help them be prepared to do both readings if necessary.
- Don't wait to identify unavailability in the scheduling system. As soon as you know you are not going to be available for a potentially scheduled weekend, enter the information into the system so that the next round of scheduled dates will reflect that and not cause you to need to find a sub
- Do practice both readings for your assigned dates. If your partner lector is unable to be there, you may need to do both readings.
- Do arrive early, preferably at least 15-20 minutes before start time.
- Don't speak directly into the microphone and don't lean into the mic. Observe those speakers who rarely cause a pop in the sound system. Chances are that they are speaking over or under the microphone. Practice time to help hone this skill is available by request. Let us know if you want to have time to work on eliminating the pops from your readings.
- Don't turn away from the microphone. If you want to address both sides of the congregation as well as those directly in front of you, lean a bit to one side to address another side. For example, to direct your gaze to the left side of the congregation, lean slightly to the right and look left. This will result in your voice going past the microphone, and you will be able to be heard by everyone. Reverse this to address the other side of the congregation.
- Be sure to look directly at the congregation frequently and the live streaming camera at the back of the church above the baptismal font with each of your assigned readings, including the prayers of the faithful and the announcement of the individuals representing the parish family in bringing up the gifts.

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General Principles

Reading and Explaining the Word of God

When the Scriptures are read in the Church, God himself is speaking to his people, and Christ, present in his own word, is proclaiming the gospel. The readings of God's word must therefore be listened to by all with reverence; they make up a principal element of the liturgy. In the biblical readings, God's word addresses all people of every era and is understandable to them, and a fuller understanding and efficacy are fostered by a living commentary on it, that is to say, by the homily, understood as an integral part of the liturgical action (GIRM 29).

Vocal Expression of the Different Texts

In texts that are to be delivered in a loud and clear voice, whether by the priest or deacon or by the lector, or by all, the tone of voice should correspond to the genre of the text, that is, accordingly as it is a reading, a prayer, an instruction, an acclamation, or a liturgical song; the tone should also be suited to the form of celebration and to the solemnity of the gathering. Other criteria are the idiom of different languages and the genius of peoples.

Silence

The liturgy of the word must be celebrated in such a way as to promote meditation. For this reason, any kind of haste which impedes recollection must be clearly avoided. Brief moments of silence are appropriate during the liturgy. Such moments should be suitable for the gathered assembly, in which the Word of God is taken into the heart by the fostering of the Holy Spirit, and its response is prepared through prayer. Such moments of silence are opportunely observed after the first and second reading, and then, at the completion of the homily.