

## REMINDERS (updated 2/2018)

- Readers should report to the rear of the Church at least 10 minutes prior to mass and sign in on the weekly sign-in sheet;
- When two names are listed as readers, the *first name* listed is responsible for the announcements (a copy for review is posted in the back of the Church) and the first reading. The *second name* is responsible for the second reading AND the Prayer of the Faithful (a copy for review is posted in the back of the Church);
- If you are the first or only reader, review the announcements in the vestibule room beforehand; then, just before mass is about to begin, walk up the side aisle and as you approach the altar, please remember to genuflect before the Blessed Sacrament. Continue to the altar and read the announcements from the pulpit; the second reader will proceed to the altar with the other servers/ministers;
- The procession beginning and ending the mass is as follows: Altar Servers – Reader/s – Celebrant;
- When you enter the sanctuary at the beginning of Mass, you should go right to your seat, *NOT* to the pulpit to check the book. If you wish to review the reading in the book at the pulpit, please do so *BEFORE* mass;
- At the beginning and end of mass bow toward the altar with the priest and other ministers;
- After the opening prayer (and before the first reading), ***sit when the congregation sits for as long as it takes to say an Our Father.*** It is important that the congregation is settled and ready to listen *before* you walk to the pulpit. When beginning a reading, please say the “A” as “Uh” (as in “Uh” reading from...). Remember to read *S-L-O-W-L-Y* and *CLEARLY*. Our congregation is growing older and even with the microphone, it’s important to keep them in mind. All readings should be reviewed beforehand. After the Responsorial Psalm, *wait for about the space of a Hail Mary* before going to the pulpit for the second reading;
- At the conclusion of your reading, please leave the Book of Readings open to the appropriate page for the next reader;
- During the proclamation of the Gospel, *the reader/s should turn entirely toward the pulpit as a visual sign of our attentiveness to the Good News;*
- During the Creed, *the readers should bow with the priest and servers during the specified line in the Creed.* This is an instruction for the whole congregation, not just the priest! The readers can help instill this gesture in the congregation;
- Toward the end of the Creed, the reader should already be making his/her way to the pulpit, so that there is no delay between the Creed and the Intercessions;
- The lectionary has been placed open on the pulpit in advanced; it should not be closed or removed from its place. (e.g., the reader should not remove the lectionary during the Prayer of the Faithful, but place the opened folder on top of the open lectionary);
- The reader should remain at the pulpit while the priest reads the concluding prayer of the intercessions, but may choose to turn and face the priest as he does so. ***The reader shouldn't return to his/her seat until the prayer is completed;***
- At communion time, the readers should expect to receive Holy Communion along with the Extraordinary Ministers. They should be prepared to stand to receive as soon as the priest/deacon approaches them;
- When there are options listed in the workbook, simply be prepared for all of them, and then ask the celebrant when you arrive which he would prefer (this does not happen frequently); and,
- After the mass, an option for the reader/s is to stand near the side exit (in the vestibule) to hand out bulletins (the altar servers distribute them at the main entrance).