

## ST CHARLES PARISH LECTORS' POLICIES

(Revised: 8/15/11)

1. Lectors are responsible for exchanging assignments (from lectors' roster only).
  - (1a ) When getting a substitute, the lector substituting must be prepared for the assigned readings.
  - (1b) Lectors should study at least the two readings regardless assigned to read or not. You might be called to read if the lector assigned did not show up).
2. Lectors' schedule and the TODAYs MISSAL can be picked-up from the plastic shelf on top of the small table at the Altar Server's Room or in the Parish Office.
3. Lectors missing two consecutive meetings without valid excuse or missing (no show) two assigned readings during the current schedule will be dropped from the next schedule.
4. Make sure you check your name and if your teammate did not show up please put "**NS**" next to his/her name.
5. Lectors must be in church at least 20 minutes before Mass begins and check the whereabouts of the Lectionary, book of Gospels and the Prayer of the Faithful. (Read the Prayer of the Faithful). Ministers serving the Mass join the prayer in the vestibule at least 5 minutes before Mass.
  - (5a) They must agree on what readings one must take. whether the lector appears 1<sup>st</sup> or 2<sup>nd</sup> on the list does not automatically assigned to first or second reading.
  - (5b) The lectors must agree on who will read the first or the second reading.
  - (5c) Normally during Palm Sunday or Good Friday, when the gospel is in a dialog format, the 1st lector will be the Voice and the 2<sup>nd</sup> lector will be the Narrator, unless the deacon is serving. (If there is any confusion, please ask the priest-presider).
  - (5d) If there are two first readings or 2 second readings, the first one will be read unless the priest-presider wants the second. Also if the reading is in short or long form, the long will be read unless the priest-presider wants the short form.
6. Lectionary must be laid on the pulpit (not held up) while reading. Make sure that the microphone is not obstructed. (Always speak loud enough to be heard).
7. The book of Gospels must be processed, not the lectionary. If the Deacon is assisting, he will process the Book of Gospels and read the Prayer of the Faithful.
8. New Lectors may be critique/guided through a 90 day probation period. New lectors are required to attend the Ministers of the Word workshop offered by the Diocese. However, the workshop is highly recommended to all lectors. (Note: workshop was temporarily discontinued. The lectors will be notified when the diocese resumed the workshop).
9. Lectors training program offerings may include workshops, speaker series, preparation for readings, voice training, catechetical, liturgical & sacramental catechesis, etc(mostly done during training meetings\_.
10. Lectors' meeting will be held at the conference Room, Retreat Center at 7:00pm every month on the 3<sup>rd</sup> Monday, unless changed.
11. Married lectors must be married in the Roman Catholic Church and must be registered supporting members of the Parish.
12. Lectors schedule is now published at St. Charles Web Site "saintcharles.org".

(Call Louise 421-5905 or Deacon Sam 429-3580 for any information/question)

+++