










reading at mass – some notes to help you






before mass

-  Study the readings and determine what is the most important sentence or theme in each.
-  Arrive in good time. If possible, let the Sacristan know you are there, especially if you are replacing the listed reader (it may save them panicking that the reader hasn't turned up!).
-  See that the Lectionary is out and is open and marked at the correct page – check the Sunday of the year on the newsletter. Familiarize yourself with the layout as this is often different to that in your missal. (It is also a useful double-check that you have practised the correct readings!)
-  Check that the microphone is switched on and working and that it is adjusted to suit you – keep it slightly to the side so that you do not blow into it when speaking and cause 'popping.' Do not tap the microphone or knock the lectern.
-  Read through the Prayers of the Faithful (Bidding Prayers) as they can be a minefield of tricky names.
-  If there is music, check whether the Psalm and Alleluia are to be sung.

welcome at start of mass

-  Go up to the lectern when the bell rings
-  Welcome all present. On particular occasions (e.g. when there is to be a baptism, at the Catenians' Mass etc.) it may be appropriate to welcome the group and their friends and families.
-  Announce the Mass Intention (it is shown in the Newsletter).

the liturgy of the word (the readings)

-  Start moving to the lectern promptly after the opening prayer. Go to the bottom step in front of the altar and bow to the altar before proceeding to the lectern.
-  Don't rush! Give yourself time to settle and check what you're about to read. This also gives the congregation time to settle down, open their missals etc. At the 11:00 AM Mass, when the children leave for their own Liturgy, it's worth allowing them time to make their way into the Sacristy.
-  Introduce the readings as printed in the Lectionary (i.e. "A reading from..."). If reading from a Missal **do not** read any introductory sentence that may be there (usually printed in italics).
-  At the end of the reading leave a short pause before concluding with: "This is the word of the Lord."
-  Do not introduce the Responsorial Psalm in any way – simply read the response out clearly and wait from the congregation to repeat it. When the Psalm is to be sung you *may* be asked to explain (e.g. if there is a cantor) or invite the congregation to join in with some or all of the singing.

- 📖 At the Gospel Acclamation (the “Alleluia”) allow the congregation time to stand. Where there are many visitors then it may help to invite people to stand e.g. “Please stand for the Gospel Acclamation.” Where it is to be sung then something along the lines of “Please stand and join with the singing of the Gospel Acclamation” may be more appropriate.
- 📖 When leaving the Sanctuary, at the bottom of the steps turn and bow again to the altar before returning to your seat.

the prayers of the faithful [the bidding prayers]

- 📖 Start moving to the lectern promptly – as the Creed is ending. As before, bow to the altar from in front of the sanctuary before proceeding to the lectern. Wait for the celebrant to read the introduction to the Prayers.
- 📖 At the end of each prayer pause for a short time for the congregation to make their own prayers on the intention you have read before ending with either “Lord, hear us,” (? “Lord, graciously hear us.”) or “Lord, in your mercy,” (? “Hear our prayer.”).
- 📖 After the intentions, the congregation are normally invited to join in saying the *Hail Mary*.
- 📖 The celebrant now reads the concluding prayer. Remain at the lectern until this has finished before returning to your seat as after the readings.

the communion antiphon

- 📖 *If there is to be no hymn at communion*, then the Communion Antiphon should be said. As the Special Ministers of Communion are receiving communion, go up to the lectern and invite the congregation to join in saying the Antiphon before leading them in it.