



**St. Katharine Drexel Parish**  
in Cape Coral, Inc.

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## MINISTER OF THE WORD HANDBOOK



**PREPARE. SERVE. ENGAGE.**

[Revised June 1, 2023]

## **Introduction**

Welcome to the liturgical Ministry of the Word! The Eucharist constitutes the very life of the Church. Scripture says, *"In the beginning was the Word, and the Word was with God, and the Word was God"* (John 1:1). When we share the Word, especially within the Eucharistic celebration, we are sharing God. *"And the Word became flesh and made his dwelling among us, and we saw his glory, the glory as of the Father's only Son, full of grace and truth"* (John 1:14).

This handbook is designed to assist you in your participation in the Liturgical Ministry of the Word (more commonly known as Lector) at Saint Katharine Drexel Church (SKD). Your willingness to serve as a Lector reflects not only your response to your Baptismal call to serve the people of God, but a commitment to Christ. You offer the Word of the Lord, recognize the Body of Christ in those to whom you offer the Good News, and ultimately you act as the Body of Christ by fully participating in the life of the parish and the wider community. Your willingness to commit to a schedule and to prepare properly for your service further reflects that commitment. God bless your efforts!

## **Requirements**

- Must be registered member of Saint Katharine Drexel Parish
- Complete FLOCKNOTE registration (this is how ministers of the word communicate with each other)
- Complete VOLGISTICS application and other Policy Procedure Guideline Forms (per Diocesan requirements)
- Fill out a Liturgical Ministry Application form and attend annual Lector workshop at SKD parish

## **Qualifications**

Participants in the Ministry of Lector at Saint Katharine Drexel should have the following qualifications:

- Regularly attends Mass
- A love and devotion to scripture and the Eucharist
- Gives positive witness to the Christian life
- Possess full knowledge of the Order of the Mass
- Has the capacity to proclaim Sacred Scripture at Mass
- Is willing to prepare for the readings through prayer, study and practice

## **Prayer for Lectors**

Almighty God, cleanse my heart and my lips  
that I may worthily proclaim your Gospel;  
bless my efforts to prepare that I may meditate on your Word,  
understand it better, and proclaim it faithfully to your people;  
surround my ministry with your presence that I may  
carefully perform the task entrusted to me,  
preach Jesus Christ to others, announce the Word of God properly,  
watch it grow in the hearts of listeners and give glory to you,

Father, through your Son and in the Holy Spirit. Amen.

## GENERAL RESPONSIBILITIES

### Preparation for Lectors

- **Prepare and practice** in order to proclaim. Practice the reading at least five times throughout the week before your assigned liturgy.
- Proclaim the difficult words with confidence. Learn the pronunciation (booklet in sacristy). Utilize the Workbook for Lectors that is provided to you by the parish.
- **Dress:** As a liturgical minister, your ministry draws us more deeply into the mystery of God's love, which we experience in hearing the words of scripture. Proclaiming with respect and dignity is essential for everyone. In this light, when you are scheduled to lector at Mass, please use good judgment in your selection of attire. Please do not dress in gym shorts, tennis shoes, flip-flops, t-shirts and the like. You are assuming a leadership position within the community worship; you want to communicate a message of reverence which does not draw attention to you and away from the Lord's message that you are trying to deliver.
- One the day you are assigned to serve as Lector, please develop the habit of taking time to prepare for your service with quiet prayer and a reflective reading of all of the scriptures of that day. Allow God to speak to you, before you speak to His people on His behalf.

### Before Weekend Mass

1. Arrive 20 minutes prior to Mass.
2. Sign-in to Voluntarism and check your name off the liturgy schedule which is located on the board by the sacristy.  
(**Note:** You will be replaced by the sacristan 10 minutes before Mass begins if your name is not checked off.)
3. Inform the sacristan/celebrant of your arrival and determine if there are any special instructions.
4. Verify that the Lectionary is placed on the ambo and the correctness of the readings (the sacristan will normally have the ribbon to the correct readings before you arrive).
5. Ensure that the ambo microphone is turned on, adjusted for Lector's head position when reading, and functioning properly.
6. Lector #1 and Lector #2 should check with each other to verify readings and other responsibilities for that Mass.
7. Any problems or discrepancies discovered during preparation for the Mass should be reported immediately to the sacristan or celebrant.



### **During Weekend Mass**

The general sequence of actions during the Mass is indicated in the table below. Note that both lectors' duties are completed before the Liturgy of the Eucharist. Specific description of the lector's duties with respect to each of these tasks is provided later.

<b>Parts of the Mass</b>	<b>Subparts of the Mass</b>	<b>Responsible Individual</b>
Introductory Rite	Welcome and Intro to Mass	Lector #1
	Procession with Gospel Book *	Lector #2
	Open Prayer	Celebrant
Liturgy of the Word	First Reading	Lector #1
	Responsorial Psalm **	Cantor / Lector #1
	Second Reading	Lector #2
	Gospel Acclamation	Cantor
	Gospel Proclamation	Celebrant
	Homily	Celebrant
	Profession of Faith	Celebrant
	Prayers of the Faithful ***	Lector #2 / Deacon, if present

#### **\* Procession with Gospel Book:**

- During Ordinary Time, Advent and Lent the lectionary book remains on the ambo and all readings are proclaimed from it.
- On Holy Days of Obligation, Christmas and Easter seasons, the Gospel Book is carried in procession (by Lector #2) down the aisle, make a head bow and walk directly to the right, up the steps, around the altar, place the gospel book flat, face down in the center of altar, and return to seat exiting behind the ambo (use the handrail, if necessary). During these seasons, Lector #2 needs to report to the sacristy before Mass begins.

\*\* The Responsorial Psalm is normally sung by the cantors. When it is not sung, Lector #1 proclaims it.

\*\*\* When the Deacon is present, Lector #2 does not read the Prayers of the Faithful.

### **After Mass**

Any problems encountered during the Mass which are related to the performance of lector duties should be reported to the sacristan/celebrant.

## GENERAL GUIDELINES

### Functional Responsibilities during Mass

- Leave all personal belongings in the hospitality/altar server room if you are alone at Mass or leave them with a family member. Do not carry belongings or leave them unattended at your seat.
- Lectors may sit with family members, but they must be within the first three rows and seated on the aisle on the choir side of the church. Otherwise, sit in seats reserved for lectors.
- **Lector #1:** After announcements, immediately proceed to the ambo. Read the welcome/introduction... **do not adlib!** Return to your seat.
- **Lector #1:** If there is no cantor, then Lector #1 proclaims the responsorial psalm.  
[**Note:** The Responsorial Psalm is stated once and then the lector raises the hand which will invite the congregation to repeat it and recites it with them. Read the verses then again invite the congregation to respond by raising your hand and reciting the response softly with them.]
- **Lector #2:** Remain seated until second reading and prayers of the faithful.  
[**Exception:** On Holy Days of Obligations, Christmas and Easter seasons carry the Gospel Book above your line of vision or at chest level. Head bow only to the altar. Walk directly to the right, up the steps, around the altar, place the gospel book flat, face down in the center of altar, and return to seat exiting behind the ambo (use the handrail, if necessary).]
- When it is time to read, do not rush up to the altar.
- Walk reverently and confidently towards the front – approach the ambo from the center or (choir) side aisle; when you reach the sanctuary, bow towards the altar, and then proceed towards the ambo. Adjust the microphone accordingly.
- Proclaim the reading, remembering that for many of them, this is the first time they have heard it. Proclaim the Word that will rouse them.
- At the end of the reading, a brief pause, and then proclaim only “the Word of the Lord.” Do not lift the book or do anything extra. Give the people time to digest the readings. After stepping off of the sanctuary, turn and bow again towards the altar and return to your seat.
- **Lector #2:** Step up to the sanctuary after the responsorial psalm and bow before walking up to the ambo. Adjust the microphone accordingly. Do not say the second reading is, say only what is written in the lectionary. Proclaim the reading, remembering that for many of them, this is the first time they have heard it. Proclaim the Word that will rouse them. When you are finished, a brief pause, and then proclaim only “the Word of the Lord.” Do not lift the book or do anything extra. [**The Exception to this rule is: On Holy Days of Obligation, Christmas and Easter seasons only: place the lectionary book on the lower shelf in the ambo.**]
- Once the congregation responds, step off the sanctuary, turn and bow towards the altar before returning to your seat.

- **Lector #2 – Prayers of the Faithful:** The lector should be at the ambo and ready on the Creed line that says, *“I believe in one, holy, catholic and apostolic Church.”*  
[Exception: If present, the Deacon recites the Prayers of the Faithful.]
- **Lector #2:** After reading the last intercession, step back from the ambo and wait to leave the sanctuary until all additional intercessions (if any) are completed and the celebrant has finished the concluding prayer. Step off the sanctuary, turn and bow again towards the altar and return to your seat.

## OTHER NOTES

### Effective Proclamation

All lectors should consider that they are called to proclaim, not merely read God’s Word to the congregation.

### Volume

Please ensure that you stand close to the microphone. Adjust microphone at the neck to be at mouth level when reading. Also, without straining your voice, please speak loudly so that everyone can hear His Word. You cannot speak too loudly but you can be too soft. The microphone has a “gate” that blocks sound below a certain level and the sound technicians can only bring the volume up so high without having feedback. A strong proclamation gets past those issues.

### Pausing

The reverence associated with the act of proclaiming the Word can be enhanced through the appropriate uses of pauses. The lector should pause for 2 to 4 seconds at each of the following times during the readings:

- Upon arrival at the ambo
- After stating: “A reading from... [the book of Genesis or first letter of Paul to the Corinthians.]”
- Before stating: “...The Word of the Lord.”
- After the congregation responds with “Thanks be to God...”
  - (The pause at the end of the reading is especially important as this allows time for prayerful reflection on the reading.)
- Before Beginning the Responsorial Psalm

### Clarity

The reverence associated with the act of proclaiming the Word can be further enhanced by **in a manner that separates each word, saying each sound as clearly as possible, stretching the vowels slightly while keeping the natural rhythm and tempo, and placing the stress on key words.**

## **Pace**

Nearly all lectors, even the most seasoned veterans, experience an increase in nervous energy when they are proclaiming the scripture in front of the congregation. The most common side-effect of this nervous energy is that lector's pace exceeds the ability of the congregation to hear and grasp what is being read. To address this common tendency most readers must make a concerted effort to speak slower. **Proclaiming the Word at one half the rate of conversational speaking is a good rule-of-thumb.**

## **Special Situations**

### **Partner No-Show**

If your lector partner has not shown up by ten minutes prior to the start of Mass, please notify the sacristan/celebrant so that they will know that you will be proclaiming both readings. If you are not scheduled to serve at a given Mass, you might consider familiarizing yourself with the readings and coming appropriately dressed to serve as a lector. It is also a good idea to check in when you arrive to see if you are needed as a substitute. In this way, we will always have well prepared standby lectors on those rare occasions when a lector is unable to perform his or her duties.

### **Lector is Unable to Perform Scheduled Duty**

If you are unable to perform your lector duties on the day that you were assigned, you are responsible to find a replacement. Request a substitute using the MSP (Refer to *Administrative Information* section on page 8).

### **Weekday (Daily) Mass Lector**

Serving as a lector for a daily Mass is an especially effective means for new lectors to develop confidence in their abilities. It is also fruitful for experienced lector as it helps them to develop a deeper appreciation and better understanding of God's Word. The notable difference in the lectors' duties at daily Mass are:

- There is normally only one reading so only one lector is used. The proper closing for the reading is: "The Word of the Lord."
- The daily Lectionary includes a Responsorial Psalm, which is recited by the lector. After the first reading, the lector pauses, then reads the Responsorial Psalm without introduction; [For example: "The Lord hears the cry of the poor."]
- After a brief homily, the lector approaches the ambo, waits for the celebrant to begin the Prayers of the Faithful. Lector reads the Prayers of the Faithful from the little red binder.
- **For the Mass Intention say:** "For the Smith family for whom this holy Eucharist is offered. We pray to the Lord." Do not say: "Special Intention is for..."

### **Administrative Information**

SKD parish uses **Flocknote** to communicate with each lector. To register, go to the parish website: [www.drexelcc.org](http://www.drexelcc.org), and click on Flocknote icon (upper right corner of main webpage) to complete registration.

SKD parish uses a **Ministry Scheduler Program (MSP)** to schedule Lectors every two months. Go to <https://secure.rotundasoftware.com/login/stkatharine> and using your login ID and password, you can input your **preferred Mass times and the dates that you will not be able to serve**. The lector schedule is also available on the SKD parish website by clicking on the Liturgy/Prayer tab and then, click on Ministry Schedules tab. Every effort is made to ensure that lectors serve during their most preferred Mass. In most cases lectors are assigned to Masses when other family members in other ministries are serving.

#### **MSP Schedule Range**

July – August

September – November

December – January

February – March

April – June

**Requesting a Substitute:** If you know right away that you cannot serve for one or more times that you are scheduled, **you are responsible to find your own substitute** by logging into MSP and click on “Request Substitute.”

If you have signed up for this ministry and are not included on the schedule, please contact Laura Furderer at (239) 691-2233 or call the parish office at (239) 283-9501.

### **Lector Resources**

**Workbook for Lectors and Gospel Readers**, Published by Liturgy Training Publications, Inc. is purchased and given to each lector at the beginning of the liturgical year (Advent season) and one copy is always available in the sacristy.

LECTIONARY READINGS FOR SUNDAYS

<http://www.usccb.org/nab/>

LECTOR PREPARATION

<http://www.lectorprep.org/>

#### **Lector Coordinators**

**Laura Furderer**

[skd3laurafurderer@gmail.com](mailto:skd3laurafurderer@gmail.com)

Cell: (239) 691-2233

#### **Daily Mass Lector Coordinator**

**Donna Fyrs**

[dmfrys2@aol.com](mailto:dmfrys2@aol.com)

#### **SKD Parish Office**

**Attention: Alba Gibbons**

[office@drexelcc.org](mailto:office@drexelcc.org)

Office: (239) 283-9501, extension 101



## LIVES OF THE SAINTS



### Venerable Bede, Patron Saint of Lectors

Feast Day: May 25 and Venerated: 1899

Bede was born near Saint Peter and Saint Paul monastery at Wearmouth-Jarrow, England. He was sent there when he was three and educated by Abbots Benedict Biscop and Ceolfrid. He became a monk at the monastery, was ordained when thirty, and except for a few brief visits elsewhere, spent all of his life in the monastery, devoting himself to the study of Scripture and to teaching and writing.

He is considered one of the most learned men of his time and a major influence on English literature. His writings are a veritable summary of the learning of his time and include commentaries on the Pentateuch and various other books of the Bible, theological and scientific treatises, historical works, and biographies.

Bede was moreover a skilled linguist and translator, and his work made the Latin and Greek writings of the early Church Fathers much more accessible to his fellow Anglo-Saxons, contributing significantly to English Christianity. Bede's monastery had access to an impressive library which included works by Eusebius and Orosius, among many others.

His best-known work is *HISTORIA ECCLESIASTICA*, a history of the English Church and people, which he completed in 731. It is an account of Christianity in England up to 729 and is a primary source of early English history.

Called "the Venerable" to acknowledge his wisdom and learning, the title was formalized at the Council of Aachen in 853. Bede was a careful scholar and distinguished stylist, the "father" of English history, the first to date events *anno domini* (A.D.), and in 1899, was declared the only English doctor of the Church by Pope Leo XIII. He died in Wearmouth-Jarrow on May 25.

### IN SUMMATION

The ministry of lector is one of great reward and growth. The opportunity to reflect on and share scripture is life-changing, especially if studying the scripture becomes a regular habit of prayer that extends even to times when you are not scheduled to serve as a lector. May you find that this closer relationship with the Word of God enriches your life, deepens your faith, and makes you ever more clearly a reflection of the face of Christ.

**PRACTICE, PRACTICE, PRACTICE**, and reap the many rich rewards of contemplating the Word of God.

Thank you for your ministry to Saint Katharine Drexel parish.

## Saint Katharine Drexel Church

1922 SW 20th Avenue / Cape Coral, Florida 33991

Parish Office: (239) 283-9501

### LITURGICAL MINISTRY APPLICATION FORM

#### MINISTER OF THE WORD

*[Please print clearly]*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Have you been confirmed? ☐ Yes ☐ No

Are you a Catholic in good standing? ☐ Yes ☐ No

What is your marital status? ☐ Single ☐ Married ☐ Widowed

If single/widowed, are you in a relationship? ☐ Yes ☐ No

If married, have you been married by a Catholic Priest/Deacon? ☐ Yes ☐ No

Please list ALL Parish organizations that you are a member of: \_\_\_\_\_

Which Mass would you like to minister at?

☐ 4:00 pm Saturday Vigil or Sunday: ☐ 8:30 am ☐ 10:30 am ☐ 12:30 pm

Have you attended Safe Environment training (VIRTUS)? ☐ Yes ☐ No If so,

Where? \_\_\_\_\_

Have you applied for a Volgistics PIN? ☐ Yes ☐ No [\[If not, Diocesan requirement for all Ministries.\]](#)

*I solemnly attest, that by signing this form I am a Catholic in good standing. I have no knowledge of any impediments, which would prevent me to be a Minister of Hospitality. I would like to become a Commissioned Minister for a period of Two (2) Years at Saint Katharine Drexel Church.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor approval: \_\_\_\_\_ Date Commissioned: \_\_\_\_\_