

Before Mass:

- Prepare with both readings (and 7:30 a.m. the psalm)
- Wear professional attire
- Arrive at the sacristy 15 minutes prior to mass
- Read over the petitions and announcements. Notice names!
- Check with the priest for any special instructions
- Make sure that the lectionary is on the ambo, marked with ribbons for the readings of the day
- Make sure that the petitions are on the ambo
- Make sure that the announcements are on the cantor stand

Procession:

- The procession is server with cross, servers with candles, lector, lector with Book of the Gospels, Priest
- In procession if you have the Gospel book, do not stop, walk up behind the altar, placing the Gospel Book in the center of the altar face down, then walk to bottom step and bow with priest and other lector. Then, go to your place in the assembly.

1st Reading:

- Walk up to the ambo, (left side). Do not bow. READ WHAT IS ON THE PAGE—DO NOT ADD EXTRA WORDS. *"A reading from the Book of the Prophet Isaiah" not "Our first reading is from the Book of Isaiah the Prophet."* Proclaim the reading, and then pause slightly before you look at the people and say, *"The Word of the Lord."* Pause slightly, walk to your place.

7:30 a.m. mass:

- The lector proclaims the psalm. DO NOT SAY "OUR PSALM RESPONSE IS..." For example, say, *"With the Lord there is mercy, and fullness of redemption."* Next, raise your hand (left or right) and repeat, "With the Lord there is mercy, and fullness of redemption" with the people saying the response with you.
- Read the verses. Look up. Raise your hand, say with the people, *"With the Lord there is mercy, and fullness of redemption."*

Continue with the next verses. Repeat. When the psalm is completed, pause slightly and then walk to your place.

2nd Reading:

- Walk up to the ambo (left side). Do not bow to anyone or anything. READ WHAT IS ON THE PAGE—DO NOT ADD EXTRA WORDS. For example "A reading from the first Letter of Saint John" not "Our second reading comes from John's first letter." Proclaim the reading, and then pause slightly before you look at the people and say, "The Word of the Lord." Pause slightly and then walk to your place.
- For some special Holy Days, there is a sequence. If the lector is to read the sequence, pause between the second reading and the sequence. Read the sequence. Pause as above. Then, walk to your place.

The Prayer of the Faithful:

- After the Creed (that means after we are done) the priest will invite the Faithful to participate in the Prayer of the Faithful. The lector walks to the ambo (left side) and then reads the petitions. Do not bow to anyone or anything. DO NOT ADD YOUR OWN WORDS. Stay at the ambo while the priest concludes with a prayer. When the prayer is completed, walk to your place.

Announcements:

- After the prayer after Communion is finished, walk to the cantor stand, not the ambo, and read the announcements. DO NOT ADD YOUR OWN WORDS. When finished, step down from the cantor stand to the main floor and pause there until after all say "Thanks be to God." Then, walk to your place for the final hymn.

After Mass:

- Make sure that the Gospel book is placed back in the Sacristy, the lectionary and petitions are on the ambo and the announcements are at the cantor stand (except for 11:30 a.m. Mass, then return all books and papers to Sacristy).