

EXTRAORDINARY READER GUIDELINES

1. It is expected for Extraordinary Readers to be appropriately attired for the solemn act of proclaiming the Word of God during the Holy Sacrifice of the Mass. It is a profound privilege, not a right, to assist at Mass, and so we should treat it with respect and dignity. What is stated here is the ideal to be met. Individual situations may warrant exceptions from this ideal. Men are asked to be dressed in a suit & tie; Women are expected to wear either a suit or a dress that extends to their knees. Shorts, jeans, sandals, sneakers, or anything that leaves the shoulders uncovered is not appropriate. The best reference, in general, should be “Would I wear this to an important job interview or a meeting with my boss?”
2. Please prepare (read over) the scripture readings for your scheduled Mass several times before the day you are to serve. Please obtain assistance, if necessary, with: 1) the pronunciation of difficult words and/or names; 2) phrasing and voice inflection; and 3) background information.
3. Please arrive at least 15 minutes before Mass so that you can read over the Universal Prayers. Please note the week and year for the readings and make sure they match for the Universal Prayers in the book on the ambo. Additionally, they are to initial beside their name on the schedule, so that the priest and usher can make sure that the person is there, or find a replacement.
4. **First Reading:** After the Opening Prayer, as the priest takes his seat, proceed to go in front of the center of the altar. Bow to the altar before you step up to the sanctuary area. You need not bow to the priest, but only to the altar. If a bishop is present during the Mass, a sign of respect should be given to him also, so after bowing to the altar, face the bishop and bow in his direction.

At the beginning of the Reading, simply introduce it with the words
“A reading from the book of N.”

Do not say “The first reading is a reading...”

At the end of the First Reading, pause for a brief moment, and then say “The Word of the Lord”. If you are proclaiming the psalm, immediately proceed to it. Otherwise take your seat.

At SJ: the Extraordinary Reader sits on the bench in the sanctuary during the singing of the psalm.

The Responsorial Psalm: If there isn't a cantor/choir at Mass, the Extraordinary Reader proclaims the Responsorial Psalm. Introduce the psalm by reading the antiphon (the repeated line). No need to raise a hand or any other gestures.

Second Reading: Proclaim the second reading. At the beginning of the Reading, simply introduce it with the words
“A reading from the book of *N*.”
Do not say “The second reading is a reading...”

Please pause for a few seconds after finishing the reading and before saying “The Word of the Lord”. Normally, please leave the Lectionary on the ambo, as the Gospel will be read from it.

At SJ: if there is a deacon assisting at Mass, please place the Lectionary on the narrow shelf before returning to your seat. When leaving the sanctuary, bow to the altar when you cross in front of it and take your place in the nave.

5. **Universal Prayers:** If they are done, the extraordinary reader goes to the ambo when the words during the Creed “I believe in One, Holy, Catholic, and Apostolic Church.” so that they will be ready to read the prayers immediately after the priest introduces the Universal Prayers. When approaching the sanctuary, the reader bows to the altar before stepping up to the sanctuary area.

Read each petition as printed. Add the name of the person that the Mass is being offered. If the person is deceased (name with a † before it), add the name at the end of the prayers for the dead. If the person(s) are still living, add a final intention of “For *N*, for whom this Mass is being offered, we pray to the Lord.” When return to your seat in the nave after the Universal prayers are done, bow to the altar as you return to your seat.