

## Quick Reference Guide - Readers

Event Order	Responsibility	Additional Information
Announcements at the beginning of Mass.	1st Reader	Look over the announcements before you go up to read them in the white ring binder. Announcements are usually done about one minute before Mass Time.
Process in with the Book of Gospels.	2nd Reader	Carrying the Book of Gospels, process after the cross and before the Priest. You never bow or genuflect when carrying a sacred object. When you reach the altar place the book on the stand in the middle of the altar then stand to the left of the Priest. Bow to the altar and then take your seat in the assembly as the Priest ascends the steps to the Altar.
First Reading.	1st Reader	There are certain times during Mass that require silent pauses. Waiting for the Reader to slowly approach the Ambo isn't one of them. Position yourself on the left aisle so you can approach quickly but reverently to the Ambo. Approach when the Priest starts the Collect Prayer by stating "Let us Pray". No bowing is necessary if you approach on the left aisle.
Second Reading.	2nd Reader	Approach in the same manner as the first reader sometime during the Psalm so you are in position by the end of the Psalm.
Universal Prayers after the Creed.	1st Reader	The first reader returns for the Universal Prayer during the last half of the Creed. The reader remains at the Ambo until the Priest finishes the closing prayer.
Announcements at the end of Mass.	2nd Reader	Approach the Ambo just before the Choir finishes the communion hymn. Begin the announcements immediately at the end of the communion hymn and the Priest is seated.
Process out with Book of Gospels.	2nd Reader	Following the announcements, pick up the Book of Gospels and wait near the Ambo for the end of Mass. When the Priest is ready to process out, position yourself between the cross and the priest as you did coming in. You do not have to raise the book going out.

1. Readers should arrive at church no later than 15-minutes before Mass Time.
2. Go straight to the chapel at the south entrance and place a checkmark by your name on the posted schedule. Then the ushers will know that you are present to read.
3. If you want to Volunteer at Mass when one is posted on the schedule, write your name in that space so ushers will know that someone is volunteering.
4. About 5-minutes before mass, all ministers gather in the Chapel with the Priest for roll-call and a short prayer.