

Before: Arrival 7:45 or sooner

Lector has received and familiarized him/her self with the readings.
Vest in white cassock and cincture
Check that the wine, water, hand sanitizer is in place.
Check in with the priest for clarification of pronunciations, etc.
Light the altar candles and torches: right (epistle) side first, left (gospel) side second. (if the Paschal Candle is out – Eastertide, baptisms – it is lit first.)
Turn on the light at the ambo/pulpit (if you will want it on), pull out the step (if you will need it).
Prayer with priest.

During

Process from the back, preceding the priest, wait before the first step for the priest to stand to your left, reverence the altar <u>with</u> the priest, move to your pre-determined seat. Remain standing.
At the conclusion of the Collect of the Day, move to the ambo/pulpit for the readings, pass in front of the altar, pausing briefly to reverence.
(You may read from the bulletin, or from your own copy. It may be helpful to have a larger font than is in the bulletin, and to make whatever marks you find helpful for emphasis, pauses, etc.)
Introduce (and close) the first reading, and the epistle, as given in the bulletin.
Introduce the psalm as directed in the readings emailed to you.
After the readings, return to your seat, passing in front of, and reverencing, the altar.
The priest will give the gospel reading without assistance.
After the Nicene Creed, move to the pulpit/ambo for the Prayers of the People – same as for the readings. Begin to move during the last segment of the creed – the word 'proceeds' is a good cue to start moving.
During the Offertory: the priest will bring the chalice stack to the altar; the lector will remove the stoppers and bring the wine and water cruets to the priest, (wine -right hand; water -left hand) and wait until the priest will receive them. Wine first (transfer water to right hand / receive empty wine cruet in left hand; transfer wine cruet to right hand / receive water cruet in left hand.) Return cruets to their place, replace the stoppers. Bring the hand sanitizer to the priest for the ablution; dispense a small amount onto the priest's hand, return the sanitizer to its place. Stand by the Sanctus bells.
At the elevation of the host, and the chalice, and at the great AMEN, ring the Sanctus bells three times – not too loudly.
When the priest goes to give communion to the congregation, return to your seat. Remain alert. If the priest runs out of wafers, be ready to retrieve the ciborium from the aumbry; return the empty ciborium to the credence table. (Check out the key lock on the aumbry beforehand – it sticks and can be hard to open.)
After everyone has received communion, receive the chalice stack from the priest, and return it to the credence table; place the ciborium (with the consecrated wafers) in the aumbry. Return to your place.
After the dismissal, move to the altar when the priest moves, reverence the altar with the priest. The priest will turn and depart; you will retrieve the taper and snuff the candles: left (gospel) side first, right (epistle) side second. (if the Paschal candle is lit, it is snuffed last).

