

**BEFORE MASS:**

- Check [www.usccb.org/bible/books-of-the-bible/](http://www.usccb.org/bible/books-of-the-bible/) and select the readings from the calendar; practice the readings ahead of time
- Arrive at the Church at least 15 minutes before Mass is scheduled to begin
- Check in with the presiding priest and ask about instructions
- Go to ambo and check that the lectionary and intercessions are on the ambo and are opened and ready
- Chose a seat that allows easy access to an aisle

**DURING MASS:**

- Following the opening collect prayer, walk towards the Sanctuary as the congregation is being seated; bow to the Altar and then enter the Sanctuary and take the stop up to the Ambo
- Plan on proclaiming the readings confidently at a steady, non-hasty pace
- Pause briefly at the end of the First Reading before concluding with “the Word of the Lord.”
- After the congregation has responded “thanks be to God,” carefully step down from the Ambo and move to the back wall of the Sanctuary
- Remain standing during the chanting of the Psalm
- After the Psalm, return to the Ambo step for the Second Reading
- After concluding the Second Reading in the same manner as concluding the First Reading, carefully step down from the Ambo and out of the Sanctuary
- Bow towards the Altar after taking the final step down from the Sanctuary and return to your seat in the Nave with the congregation
- **During the Creed** (“I believe in one God . . .”), remind yourself that it is almost time to return to the Sanctuary for the Intercessions
- Once the Creed is done (“and the life everlasting; amen”), move immediately toward the Sanctuary (while the priest is still speaking)
- Bow to the Altar before entering the Sanctuary and step up to the Ambo
- Proclaim intercessions

- Remain at Ambo for priest's concluding prayer, then carefully leave the step of the Ambo and step down from the Sanctuary
- Bow to the Altar when you have descended the Sanctuary steps