



Archdiocese of Regina

LECTOR'S COORDINATOR

Overview

The Lector's Coordinator supervises, manages, trains and schedules all lectors for all liturgical celebrations.

Activities/Responsibilities

- Maintains a contact list of Lectors.
- Ensures any changes in the list of Lectors are communicated promptly to the Parish Volunteer Screening Committee.
- Arranges scheduling for lectors for all liturgical celebrations.
- Is available on an ongoing basis to offer support, suggestions and feedback on any questions or concerns lectors may have.
- Assists in the recruitment of Lector candidates.
- Designs and implements an effective training process that includes: reflection on the theology of the Liturgy of the Word, examination of the structure of the Lectionary for Liturgy, rehearsal of ceremonial procedures, and vocal coaching with respect to use of microphone, volume, pacing, posture, etc.
- Collaborates with the Pastor and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Is available for meetings and training on both the Parish and diocesan levels.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

Skills, Experience, and Qualifications

- Has been baptized.
- Has been duly prepared and appropriately commissioned for this role.
- Must be at least 18 years of age.
- Has attended the parish for at least 2 years.
- Is known in the parish community, participates in parish life and is of good character.
- Has appropriate experience as a Lector.
- Has a developed appreciation for the theology of the Liturgy of the Word and the duties of Lectors.
- Is devoted to and understands the importance of the liturgical celebrations of the Church community.
- Has appropriate leadership and facilitation skills.
- Can relate effectively and communicate clearly with others.

Personal Traits and Qualities

(The following description may be of assistance to those considering this position)

- Desires to serve the community and to commit time and talents to this ministry.
- Possesses a love for the Bible and an aptitude to share this Word with others as well as a willingness to grow in understanding the scriptures through study, prayer and reflections.
- Committed to prayer, gospel values and growth in personal holiness.
- Has enthusiasm, a positive attitude and good public speaking skills.
- Has a spirit of generosity.

Orientation and Training

- Standard parish orientation program.

Participant Group

- Lectors

Support, Supervision, and Evaluation

- The Pastor and/or his delegate(s) is/are the first level of support, supervision and evaluation.

Length of Ministry

- _____ year term.

Benefits and Working Conditions

- Will directly impact the liturgical experience at the parish.
- Will further develop leadership, training and facilitation skills.
- Will develop deeper appreciation for Sacred Scripture.
- This is a volunteer position requiring a time commitment of _____ hours per week or _____ hours per month.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a General Security position, except when involving youth this is then a High Security position.
- Completion of a Volunteer Information Form is required.
- An interview and personal reference checks are required if this is a High Security position.
- A criminal record check is required if this is a High Security position.
- Training and orientation are required.
- There will be supervision by the Pastor and/or designate.

This ministry position description accurately reflects the Ministry of Lector's Coordinator currently practiced at _____ Parish.
(Parish Name)

Parish Volunteer Screening Committee

Pastor or Designate

Date

Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto

Section Four
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