

Lay Reader Instructions

In advance of the assigned service, familiarize yourself with the passage you will be reading. In most cases, the assigned readings will be distributed in advance.

When you arrive at the church, check in with the Altar Coordinator (AC) to let him or her know you are there and confirm the assignment. This is important and simply a courtesy to the AC to keep them from tracking down a substitute unnecessarily.

Note that the First Lesson, Psalm and Second Lessons are printed in large type and placed on the ambo (lectern) prior to the start of the service. Though uncommon, these passages may be different than those distributed previously with the assignments. These printed versions are the **Official Readings** for that service. You are encouraged to review these in advance of the service to ensure you are prepared to read. Your team leader will forward any changes in the Sunday readings as soon as he/she is notified by e-mail.

The First Lesson, Psalm, and Second Lesson readers proceed to the front of the church on the choir side while the Collect is being read. Stand on the tile floor next to the wall & steps on the choir side of the altar. Be cognizant of who is reading which passage. If you find there is a reader absent, be prepared to cover as necessary.

Once the Collect has been read, the First Lesson reader proceeds to the ambo. Announce the reading and then proceed to read. When finished, say, "The Word of the Lord." After the congregation responds, "Thanks be to God," turn and return to the side by the other readers.

As the First Lesson reader leaves the ambo, the Psalm reader moves to the ambo. Announce the Psalm number, verses if the whole psalm is not to be read, and how it will be read, as printed in the order of service or in the reading on the ambo. As a rule of thumb, use the following rule if not printed in either the order of service or ambo copy.

(The reader leads in each of the following cases)

If there are 6 or fewer verses, read the complete psalm together

If there is an even number of verses exceeding 7, read by alternating whole verse.

If there are an odd number of verses exceeding 6, read by alternating half-verse.

Note:

There is no response by the reader when finished. Simply turn and leave the podium.

As the Psalm reader leaves the ambo, the Second Lesson reader moves to the ambo. Announce the reading and then proceed. When finished, say, "The Word of the Lord." After the congregation responds, "Thanks be to God," turn and return to the side by the other readers. Wait until the Gospel reading is finished before returning to your seats.

The reader for the Intercessory Prayers will pick up the hand microphone at the sound board and should proceed midway up the center aisle while the Nicene Creed is being read. Stand in place facing the Altar with the mobile microphone in hand. Once the Nicene Creed is finished, turn on the microphone at the hand switch. Announce "Prayers of the People," the form number, and page number in the Book of Common Prayer, or if the verbiage is printed in the order of service, announce the program page number to the congregation. If reference is made to the BCP (and not printed in the

leaflet), allow a 3-5 second pause to enable the congregation to locate the appropriate prayer form in the prayer book. At the place noted, add the 2 ministries of the month to remember in prayer.

Once finished, turn off the microphone. The celebrant may read a concluding collect. When the collect is finish, return the microphone to the place you found it and return to your seat.

Notes: 1) Read the reading without drama.

2) Do **NOT** make any commentary about the reading.

3) The readings come from the Revised Common Lectionary (RCL) and not from the listing in the BCP. This change occurred Advent 2007.