

Lector Guidelines

January 2007

As the lector, you are considered a worship leader. You lead the people in the Greeting and Prayers, you read the scriptures and you may help serve communion. All of these are important to the worship experience. Please dress appropriately – not too casually. Please ALWAYS speak into the microphone because it not only projects your voice, it also brings your words into the ears of those using the assisted listening devices: folks who otherwise would not be able to hear you. Please make sure you are familiar with the readings. Thank you for serving God and your church in this important way.

- 1. How do I know what the readings are?** You should expect to receive the readings via e mail by at least Wednesday of Thursday prior to your serving as lector. If you do not, please contact Pastor Marty or Pat and they will provide you the information.
- 2. Should I use my Bible, or can I have the scriptures printed out?** If you would like the scripture readings printed out for you in a larger typeset, please let Pastor Marty or Pat know at least by Wednesday prior to the Sunday you lector. They will print out the scripture using the NIV translation and e mail it to you as well as leave it on the pulpit for you. Otherwise, you may certainly use your own Bible from which to read.
- 3. Which translation of the Bible should I use?** Please confine your reading to the NIV, the NRSV, King James or New King James translations. Do not use the Living Bible for a scripture reading because it is a paraphrase of the passage and not a translation. In some cases, Pastor Marty may OK the use of The Message, but please check first if you have any questions about that. If there are names or words you have trouble pronouncing, please ask Pastor Marty or Pat for assistance. Please practice so you are very familiar with what you will be reading in the worship service.
- 4. How do I know what the bulletin says.** Pastor Marty or Pat will send you a copy of the bulletin via e mail several days prior. Read it over to be sure you know the order of worship. **But be aware there may be last minute changes to it, so pick up a printed one before worship.**
- 5. What happens just before the worship service?** Arrive at the church at least 15 minutes prior to the service and pick up a bulletin. *Don't use the one you received via e mail, because there may have been a last minute change to the Order of Worship or a hymn change, etc.* Take your Bible, bulletin, purse (if applicable), etc. to your seat prior to the service. Your seat is to your right as you face the cross. If you think you may need a drink of water at the pulpit, please get that for yourself and take it up prior to the service as well. Then meet Pastor Marty in the robing room in the rear narthex for prayer prior to the service. You will stay in that room until time to process in for worship.
- 6. Processing in to worship – 2nd service only.** During the prelude, you will leave the rear narthex and walk in behind the acolyte and in front of Pastor Marty. Pause at the communion rail and kneel with Pastor Marty for a brief prayer as the acolyte lights the candles. If kneeling is a problem, just stand with your head bowed and then move to your chair when Pastor Marty does. Your seat is to your right as you face the cross.

7. Here is a typical Worship Order and what you should say:

- a. Call to Worship:** Pastor Marty will begin the service by asking folks to stand as they are able and sing the Call to Worship.
- b. Greeting.** You move to the pulpit and say: “Please remain standing for the Greeting printed in your bulletin.” You read the leader parts.
- c. Opening Hymn.** After the Greeting say, “Please remain standing for our Opening Hymn #____, and then say the title.” [For example: Hymn number 378, Amazing Grace].
- d. Morning Prayer:** After the hymn say, “Please join me in the Morning Prayer printed in your bulletin.” Then start the prayer. When finished, say “Please be seated”.
- e. Children’s Message.** Pastor Marty (or someone else) will do this.
- f. Readings.** When the Children’s message is over, stand and move to the pulpit. This will give you a minute to organize your papers or Bible while the children are leaving the sanctuary. Once things have quieted down, begin your readings. When you begin, say something like: “The first reading this morning is from the ____ chapter of _____, verses _____.” [For example: The 1st chapter of Genesis, verses 1 through 10]. Then begin to read. Slowly and distinctly. When you finish the first reading; turn to the second reading and say something like: “Our second reading is from the ____ chapter of _____, verses _____.” [For example: The 2nd chapter of Luke verses 3-14]. Once you finish the readings, always say, “This is the Word of God for the people of God.” The congregation will respond, “Thanks be to God”. Then be seated and listen to the sermon.

8. Communion. If you are a lector on the first Sunday at either service, or at the second service any Sunday, you will be called upon to assist in serving communion. Someone will be asked to serve with you. If there is a reason you prefer not to serve, please let Pastor Marty or Pat know well ahead of the service so others can be asked to serve. *(Note: There are little bottles of hand sanitizer on the shelf behind the pulpit, please use that to clean your hands prior to serving communion.)* Once the communion liturgy is finished and Pastor Marty extends the invitation to come, stand and go to receive the bread or cup from him and move to the station he directs you to. If you have the station near the piano, serve Gretchen first, then move to the floor and begin serving the people. The person holding the cup should be on the communion rug to prevent spills on the carpeting. You can take either the bread or the cup – just remember that when you serve the bread, you break off a piece of the bread and give it to the people; do not hold the bread and let people take their own pieces. When you serve the bread, you say, “The body of Christ given for you.” If you serve the cup, you say, “The blood of Christ shed for you.” If you know the person’s name you are serving, say it. Once your line is finished, serve your partner and then move back to the chancel and place the bread and cup back on the communion table and return to your seat. If Pastor Marty is already there, give the elements to him and he will replace them. Then return to your seat.

9. Benediction. When the service is ended, just gather up your things and go out when you are ready. You don’t recess with Pastor Marty.