

## INSTRUCTIONS FOR READERS



*"There is a word for you here."*

### SCHEDULING INSTRUCTIONS FOR ALL WORSHIP ASSISTANTS

You will receive an email reminder during the week before you are scheduled to serve.

If you are unable to serve on your assigned date, first try to trade places with someone who also serves in the same way you do. Look over the Worship Assistant schedule and see if there is someone with whom you can trade Sundays. If you succeed, please notify the church office of the change. If you are not able to find someone with whom to trade, call the church office (482-3847) to let us know, even if it is early Sunday morning and you only get the answering machine.

**Schedule conflicts:** As soon as you know you will have a schedule conflict, please call or email Karen Gramacki so she can schedule you on a day that is good for you in the coming month. When two or more members of the same family serve as worship assistants, Karen will usually arrange for them to serve on the same day and service.

1. Please arrive a few minutes before the start of the service. The pastors will let you know if there are any special instructions for the service.
2. You will be emailed the text of the readings a few days before you are scheduled to read. If you have not received them by Thursday, call the church office on Friday.
3. Preparation.
  - Take time before Sunday morning to familiarize yourself with the readings.
  - It helps to read the paragraphs immediately before and after your portion to get a better understanding of the context.
  - Read the lesson out loud several times.
  - Read it to an imaginary hearer across the room - so that your voice projects naturally. This directs your voice forward with fullness of sound. You don't have to worry about being loud as there is a microphone.
  - Note the words to accent to convey the full meaning of the sentence. Underline your page if necessary.
  - If you have questions about pronunciations, please call one of the pastors or check with them before the service. You can also find pronunciation guides on line. One of them that works well can be found at this link:  
<http://netministries.org/Bbasics/bwords.htm>
4. Plan to sit on the pulpit side of the Sanctuary during the service (unless you are in the choir).
5. You will usually read immediately after the Children's Message, but check the bulletin to note any changes. The pastors will try to notify you before the start of the

service of any changes. Make a slow approach to the pulpit after the Children's Message if the pastor needs a few moments to clean up and return to his seat.

6. Reading:

- When you enter the pulpit, be sure to take a moment to adjust the microphone. Make sure it positioned 6" to 8" from your mouth. Too close and the sound cuts off. Too far away and we can't hear you.
- Relax. Take an "Oxygen cocktail" (this is one you can have in church!). Take a deep breath just before reading and expel it very slowly. This relaxes the throat muscles and prevents voice quavering as well as relaxing you.
- Announce the reading by saying, "The First Reading is from the \_\_\_(number)\_\_\_ chapter of \_\_\_(name of book)\_\_\_."
- When reading, it is important that you speak slowly and clearly. You cannot speak too slowly or too clearly. If you read slowly, you can look up at the congregation from time to time. Running your finger along, line by line, helps avoid losing your place.
- This is a central part of the service and you want everyone to hear and understand you for just that reason. So before the oxygen cocktail you might say a quick prayer that your reading will be the help it was meant to be.
- We prefer you to read from the Bible in the pulpit, but you may read from the page that is mailed to you. If you choose to read from the pulpit Bible, before the service starts you may want to mark the place using the marker ribbons. Also, a sticky note with the verse numbers written on it, or two of them to block off the passage are perfectly fine.

7. At the end of each reading, you say: "The Word of the Lord." The congregation will respond with, "Thanks be to God."

8. If there happens to be a piece of music or something else between the readings, sit in the front pew. When you have finished the readings, usually during the Alleluia or Lenten response, you may return to your seat.

