

## INSTRUCTIONS FOR READERS

1. The schedule for all worship assistants appears each month on the church's web page (<http://www.mountcross.com/worship-assistant.html>). You will also receive a reminder email during the week before you are supposed to serve.

**If you are unable to serve on your assigned date, first try to trade places with someone.**

You can use the schedule on the website to do this. If you succeed, please notify the church office of the change. If you can't 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.

2. Please arrive 10 minutes before the start of the service. **Check in with the pastor so they will know you are 'on duty.'** The pastor will let you know if there are any special instructions for the service.

3. You will receive a copy of the readings in an email during the week before you are scheduled to read. If you have not received them by Thursday, call the church office on Friday.

4. Preparation.

- Take time before Sunday morning to familiarize yourself with the readings.
- In your Bible at home, it may help to read the paragraphs immediately before and after your portion to get a better understanding of the context.
- Read the lesson out loud.
- 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 pastor or check with him before the service. A pronunciation guide is available at **biblespeak.org**.

5. Plan to sit on the pulpit side of the Sanctuary during the service (unless you are in the choir).

6. You will usually read after the musical offering, but be sure to check the bulletin to note any changes. The pastor will try to notify you before the start of the service of any changes. You might consider making a slow approach to the pulpit after the Children's Sermon to allow the pastors moment's time to clean up and return to his seat.

7. Reading:

- **IMPORTANT** When you enter the pulpit, be sure to take a moment to adjust the microphone. Make sure it positioned 4" to 6" 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 lesson by saying, "The First Reading is from the \_\_ (number) \_\_ chapter of \_\_ (name of book) \_\_." Don't worry about announcing the page number in the pew Bible; those numbers are in the worship folder.

- **IMPORTANT** When reading, it is very important that you speak slowly and clearly. Honor the commas and the periods. You can't speak too slowly or too clearly. If you read slow enough, you can look up at the congregation from time to time. Running your finger along, line by line, helps avoid losing your place.
- Remember, 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.
- Reading from the Bible in the pulpit is preferred. 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.
- You may just read the passage. You may also read the short introduction that is printed in the worship folder, but this is not necessary. Please do not add your own comments or explanations to the reading. You may inadvertently introduce a different theme than the one the preacher was intending.

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

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

10. Thank you for assisting in the worship life of Mount Cross in this very important way.