

General Procedures for Lectors

(Revised: September 1, 2010)

1. General Information

- a. All lectors receive a schedule; please note the dates you are scheduled to read and mark on a calendar. You will receive a copy of the readings the week before you are scheduled to read. The reminder will identify the particular reading and the introductory comments to include.
- b. Should you be unavailable for your assigned Sunday, please make arrangements with another lector (not a LEM) to substitute for you. If you have difficulty finding a substitute, then call Martha Lawrenz, our 9:15/11:00 Lector/LEM service coordinator or Bob Quackenbush, our 8:00 Lector/LEM service Coordinator.

2. The week before . . .

- a. Practice, practice, practice!
 - i. Remember, you are **proclaiming** God's Word, not just reading written text.
 - ii. You should read the text out loud as you practice.
 - iii. Insure that you know how to pronounce all words – if in doubt, ask.

3. On the Sunday you read . . .

- a. Check the lectionary book on the lectern prior to the service.
 - i. Insure that it is open to the right reading and that you know where to begin reading – do not assume this has been done for you.
 - ii. Familiarize yourself with the introductory sentences posted on the lectern.
 - iii. For the 9:15 am service **check the bulletin** to see if the reading has been reduced in length from the lectionary book.
 - iv. **Check the bulletin** to see which concluding phrase is listed:
 1. The most commonly used ending is “The Word of the Lord,” which has a congregational response: “Thanks be to God.”
 2. However, depending on the reading, sometimes “Here ends the lesson” is more appropriate and will be used.
- b. If you are assigned to read the 1st lesson, always check to see how the psalm will be led – check the bulletin or ask the rector or Director of Music.
 - i. At 8:00 am, the psalm is usually led by the lector immediately after the first lesson;
 - ii. At 9:15 am the psalm will usually be omitted, sung, or replace the first reading;
 - iii. At 11:00 am, the psalm may be sung by the choir and congregation or led by the lector of the 1st lesson
 - iv. At special festival services, a different lector than the reader of the 1st lesson may be assigned to lead the psalm; therefore, check your schedule carefully.
 - v. **Always check ahead of time!**

4. **During the Proclamation**

- a. Those reading the lessons should sit near the front on the lectern side or, better yet, in the south transept before the service begins. As soon as is appropriate, move to the lectern quickly, but with decorum.
- b. Adjust the microphone, if necessary, before you begin reading so that it is 6-8 inches directly in front of your mouth.
- c. Introduce the reading, using the **introductory comments** posted on the lectern.
 - i. If there are no introductory comments posted, then simply begin by saying:
“A reading from _____ (*insert the name of the book of the Bible*)
- d. Read the lesson, slowly and loudly.
- e. Pause slightly between the last verse of the reading and the concluding statement:
- f. **Do not move from the lectern** until both you and the congregation have concluded the final responses.

5. **Leading the Psalm**

- a. As noted above, always check before the service to ascertain how the Psalm is being led
- b. If you are to lead it, then . . .
 - i. Decide how you want it to be done (see pages 582-583 in the BCP for instructions):
 1. Read in unison by the entire congregation
 2. Antiphonally
 3. Responsively
 - ii. If you're going to lead it either antiphonally or responsively, decide whether you want to break the Psalm at the asterisk or at the verse:
 1. Read the psalm ahead of time to determine this
 2. Because of the nature of Hebrew poetry, some psalms break more naturally at the asterisk; others at the verse
- c. Introduce the Psalm, **clearly identifying how it will be said..**