

# Lectors & Intercessors Guide

## 1. BEFORE CHURCH

- a. Remember that you are proclaiming God's Word and leading others in prayer. It's an honor! Focus on reading to enhance listeners' understanding.
- b. Practice reading the text out loud; your mouth needs as much practice as your brain, especially if your brain blanks out at the lectern. Consult a pronunciation guide such as [biblespeak.org](http://biblespeak.org) to hear how unfamiliar words should sound.
- c. If reading the psalm, decide how you will invite the congregation to respond (see #3).

## 2. AT CHURCH

- a. Arrive 15 minutes early to assemble with clergy and LEMs in the office for prayer, and to learn of any changes or additions to the text.
- b. Check the bulletin copy on the lectern prior to the service (make sure it's there!).
- c. At any time before the service begins, feel free to speak into the microphone and say "testing" to make sure you can be heard.

## 3. Leading the lesson or psalm

- a. As your time to read nears, sit or position yourself near the church front or side chapel area on the lectern side. As soon as is appropriate, move to the lectern.
- b. **ADJUST THE MICROPHONE**, if necessary, so that it is about three inches in front of your mouth but slightly lower (chin level) and you're speaking slightly over it (this helps to avoid a hissing, breathy blowback noise).
- c. **Introduce the text or psalm** with "A reading from \_\_\_\_\_ (*insert book of the Bible*)."  
Examples:
  - "A reading from Genesis" (simple)
  - "A reading from Paul's first letter to the Corinthians, chapter 1" (fancy!)
  - "We'll read Psalm \_\_\_\_ (*insert psalm #*) responsively, breaking at the asterisk."  
(or "... responsively by verse;" or "... together in unison.")
- d. Read slowly, loudly, and clearly.
- e. Remain at the lectern until both you and the congregation have concluded the final response, "Thanks be to God."

## 4. Leading the Prayers of the People

- a. Before the service, ask the clergy if there are any additions to the prayers. Changes should also be noted in the bulletin copy on the lectern. (If you bring your own bulletin to the lectern, be sure you've noted the additions on it.)
- b. If adding a name to the prayers, insert it into the appropriate prayer section.
- c. If "silence" is indicated, pause at that point for a full five seconds before continuing. (Think, "one thousand 1, one thousand 2....")
- d. Remain at the lectern until the celebrant's concluding prayer is finished.