

- Preparing for Reading
  - The readings are always printed a week in advance in the bulletin. You can also get them online by looking for the Revised Common Lectionary or going to <http://www.lectionarypage.net/>
  - Read them through early in the week, maybe once a day as you lead up to Sunday. Then you will feel comfortable (and have internalized) the reading.
- On Sunday, when you arrive (at least 15 min early), please check in at the sign-in sheet at Nave entrance.
- You do not vest unless you are also serving at the same service in a ministry that does vest (e.g., EM, Choir, etc.).
- Ensure all is ready for the service:
  - Check that the Lectionary Book is properly marked (it is usually marked at the early service, but you should always double check!). Use post-it notes to mark First Reading and Second reading. Pay attention to ensure you not only mark the proper scripture but also to what portion of any bracketed Scripture we are doing or are not doing. If there is a discrepancy between the Lesson you prepared and the bulletin, always check with the Celebrant to ensure you read the proper Lesson.
  - Check the bulletin to see if the psalm is read. If the psalm is read, it is by the person who does the First Lesson and that person may determine how it is read, assuming the bulletin does not specify a manner (e.g., in unison, responsively by whole verse or half verse, antiphonally, etc.) If the psalm is printed in the bulletin, you do not need to specify the page number of the prayer book.
  - Check the bulletin to see if an Intercessor is leading the prayers. If not, the person doing the Second Lesson will also lead the prayers from the lectern. On Sundays, the prayers are in a separate sheet of paper available in the sacristy. Review names and ensure you know how to pronounce anything. Be attentive to any instructions in the prayers when it comes to leaving silence so that the people may participate. If prayers are not appointed in a bulletin (e.g., at a Chancel Eucharist), you may choose the Form.
  - Leave a copy of the bulletin at the lectern, for reference.
- Once all is ready, you may join the other worship ministers for pre-service prayers in the vesting sacristy or you may go to your seat. If you do wish to join us for prayers, they will begin at 5 minutes before the service. When they are done, you should exit and proceed directly to your seat.
- When it is time for your reading, come up from the Nave, ascend the steps and do a moderate or profound bow at the top of the chancel steps to reverence the altar.
- You should not need to adjust the microphone as it is a multidirectional mic—unless it is pointing at the ceiling or is far too low. It should not point directly at your mouth because then your p's will pop. Speak into the microphone, but beware of those popping p's.
- When you have completed the reading, go to the center of the chancel, reverence the altar once more, and then go down to your seat.