
St. John's Episcopal Church
Lector Instructions

Scheduling/Replacements

- The schedule for all servers, including Lectors, is prepared on a monthly basis. If you know that you will not be able to serve on a certain date, please contact Vickie Duff (859-879-8402, 859-608-3940 or reads0202@aol.com), who prepares the schedule, before the 15th of the previous month.
- If you realize that you aren't able to serve after the schedule comes out, please find a replacement. Most people are happy to switch dates. Note the change on the calendar in Hosea Hall. Please also let Kathy Sparrow in the office (859-873-3481) know of the change so that she can send out the readings for Sunday as appropriate.
- If you find that you are not able to serve at the last minute, please call the church and let someone know. If you are the one who receives that call, please alert the Acolyte for that day as checking everyone in and finding last minute replacements is their responsibility.

Preparing

- If you are scheduled to serve, Kathy will email you the readings early in the week. This will allow you to review the readings before Sunday. Being familiar with the readings will allow you to read with meaning. The readings may include unfamiliar words, especially names. You can hear many of those names pronounced and see a pronunciation guide here: <http://netministries.org/Bbasics/bwords.htm#a>.
- If you are the Lector at the 8:00 Sunday service, please be prepared to read both readings. Fr. Linder will determine which of the Old Testament readings will be used.

Before the service

- Arrive at least 10 minutes before the service and check in with the Acolyte to let them know that you are there and ready.
- During the service, you may read from the book on the lectern or bring your bulletin with you. If you are going to read from the book, it is a good idea to check it prior to the service to be sure that it is open to the correct page.
- Check the height of the microphone.
- From The Book of Common Prayer, page 833
Almighty God, who pourest out on all who desire it the spirit of grace and of supplication: Deliver us, when we draw near to thee, from coldness of heart and wanderings of mind, that with steadfast thoughts and kindled affections we may worship thee in spirit and in truth; through Jesus Christ our Lord. Amen.

During the service

- Where you sit is up to you but it is helpful in getting to the front and also when you are reading from your seat if you are seated somewhere near the middle of the church so as to not have too far to walk nor to have to have your back to very many people when reading the prayers.
- Begin coming forward as people are being seated following the collect.

- Come up the center aisle and up the center of the steps. Stop at the top, reverence the altar and proceed to the lectern. If you are coming from the choir seating, stop and reverence the altar only if you cross in front of it on your path to the lectern.
- First scripture reading:
 - Begin by saying, “A reading from Genesis,” and proceed. For books of the Bible such as 1 Corinthians, etc., say only “First Corinthians” rather than ‘Paul’s first letter to the Corinthians.’ Additionally, omit chapter and verse designations as that information is included in the bulletin.
 - Read slowly, deliberately and with meaning, at a pace a bit slower than conversation. If you make a mistake, continue on rather than correct the mistake.
 - At the end, count silently 1 . . . 2 . . . 3, then “The Word of the Lord.” Don’t be afraid of the silence but rather pause for the words to be absorbed. The congregation will respond, “Thanks be to God.”
- Psalm:
 - For a Rite I service where the psalm is sung, say, “Please stand as together we sing the Psalm.”
 - For a Rite II service where the psalm is said, say, “Please stand as together we say the Psalm.”
 - You may conclude with “Please be seated,” if the congregation isn’t being seated. This is sometimes the case with a special service where there are a number of visitors.
- Second scripture reading:
 - Follow the same protocol as for the first scripture reading above.
 - Walk to the center of the top step, stop and reverence the altar and proceed down the steps and the center aisle back to your seat.
- Prayers of the People:
 - Stand at your seat to read the prayers and speak in a full voice, slowly, deliberately and with meaning, at a pace a bit slower than conversation.
 - The form of the prayers should not be announced, just begin.
 - When you are finished, be seated, kneel or stand as is your custom.
 - Fr. Linder will include the names of those on the intercessory list and with birthdays in the concluding prayers so they do not need to be read as part of the lector’s portion.

Thank you for agreeing to serve the body of Christ at St. John’s in this very important ministry!
