

- Choir communion will be giving prior to the congregation. While communion is distributed to the servers/LEMS, etc., choir lines up at the rail for communion by reversing the direction from the processional; after communion is received, the choir reports back to seats.
- When to stand/sit:
  - Whenever congregation stands, stand.
  - Whenever congregation kneels, kneel or be forward in seat.
  - Offertory: stand
  - Communion hymns: sit
- Choir follows the music director regarding standing cues, closing music after anthems, and cutting off notes together; they should also be facing in same direction at the same time.
- After the service when an anthem has been sung, the choir will return the anthem to its folder on the piano in Room 2.
- Vestments:
  - Vestments will be collectively dry cleaned prior to the Christmas and Holy Week services.
  - Vestments are to be kept at the church, unless otherwise directed. If cleaning needs to occur at other times, please see the choir director to arrange.
  - Choir vests fifteen minutes prior to service and returns robes to Room 2 immediately after the service. *Please get food after returning vestments.*
  - Please hang them properly and neatly on the hangers.

**F. FOR READERS/LECTORS Before the service:**

- Look over the readings before Sunday: identify any difficult phrases or hard to pronounce words in advance and practice the readings a few times.
- Please arrive at least 20 minutes before the service you will be reading at in order to check in with the Deacon and participate in the prayers before worship in Room 1.
- When you arrive, check in with the Deacon to confirm that you have the correct lessons, receive any additional special instructions about the service. If you have any questions about the reading, ask the Deacon.

Please be in Room 10 minutes before the service begins in order to pray with the other worship leaders. Following the prayers, go sit in the congregation.

**At the time of the Readings:**

**The First Lesson**

- When you approach the ambo, adjust the microphone to your height.

- Introduce the first reading with the words, "A reading from (name of the book)." Please do not cite the chapter and verse numbers or include any additional introduction without prior approval from the priest.
- Read the lesson clearly to the last row of the pews.
- Breathe during the reading.
- Be aware of your inflection and pacing (no one complains about slow readings, but it is possible to read too quickly). *Special note: emphasize pronouns.*
- When you reach the end of the lesson, pause briefly, and then conclude with the words, "The Word of the Lord." The congregation will respond, "Thanks be to God."

### **The Psalm**

- Introduce the psalm with the words, "The Psalm is Psalm # (or 'that portion of Psalm #') found on your bulletin insert."
- The Psalm is read responsively by full verse. You will read up to the end of each verse, and the congregation will respond with the verse printed in bold font. This form of reading the Psalm is the only one that we will be using.
- Since we have been using this responsive form for some time, there is no need to announce how the Psalm is to be read — simply begin with the first verse after introducing the Psalm.

### **The Second Lesson**

- Introduce the second reading with the words, "A reading from (name of the book)." Please do not cite the chapter and verse numbers or include any additional introduction.
- Read the lesson clearly to the last row of the pews.
- Breathe during the reading.
- Be aware of your inflection and pacing (no one complains about slow readings, but it is possible to read too quickly).
- When you reach the end of the lesson, pause briefly, and then conclude with the words, "The Word of the Lord." The congregation will respond, "Thanks be to God."
- Leave the lectern right after the congregation's response. You do not need to wait for the Gradual hymn to begin.
- Before going back to your sit, turn and bow to the altar at the bottom of steps to the lectern.
- Take your seat in the pews.

### **Additional Notes for Readers**

- Occasionally, there will be more than one reader for a service. If this is the case, only one reader should be standing at the lectern at any given time. Other readers should remain seated near the lectern until it is time for them to read their designated lesson.
- If you are unable to serve on a Sunday that you have been scheduled, please respond by declining in Planning Center, by email, or if it is last minute please inform the Worship Coordinator or the Deacon.

#### **G. FOR PRAYER INTERCESSORS Before the service:**

- If you are not also the lector, please arrive at least 15 minutes before the service you will be reading at in order to check in with the Deacon.
- When you arrive, check in with the Verger or Deacon to confirm which prayers you will be reading, receive any additional special instructions about the service, and find out if there are additional names or prayers to be added. The full text of the prayers for that day is placed in the door of the white cupboard by the glass window in the narthex. If you have any questions about the prayers, ask the Verger or Deacon.
- If you would like to participate in the prayers before worship, please be in the Room 1 minutes before the service begins. Following the prayers, take your seat in the congregation.
- Please sit no further than halfway back in the Church.

#### **At the time of the Prayers:**

- The Prayers of the People normally take place immediately following the Nicene Creed.
- At the conclusion of the Nicene Creed, or whenever the prayers are scheduled to take place, stand up and read the prayers.
- Introduce the prayers as directed on your prayer sheet. Your introduction will usually include instructions to the congregation about how they will respond to the petitions, for example: "With all our heart and with all our mind, let us pray to the Lord, saying 'Lord, have mercy.'"
- Read each petition slowly, clearly, and at an even pace.
- Breathe during your reading.
- Allow for time between the people's response and the following petition. If the prayers call for a "silence" between the petition and the bidding of the people's response, allow ample time for others to add their own prayers, blessings, thanksgivings, names, etc.
- When reading lists of names, be especially careful to keep an even pace — there is a natural tendency to speed up during lists.
- Ordinarily, the celebrant will conclude the prayers with a collect.

### **Additional notes for Intercessors**

- If you are also the lector, please follow all of the notes pertaining to the time before the service that apply to readers.
- If you are unable to serve on a Sunday that you have been scheduled, please respond by declining in Planning Center, by email, or if it is last minute please inform the Worship Coordinator or the Deacon.

#### Before the service

- Check the sound equipment, power point, and microphones. o Identify prayer reader from bulletin, and make sure he/she has a hand-held microphone prior to prayers. o Check with Music Director to see if there are any changes. o Meet with prayer group in Room 1.
- During service, pay close attention to what is on screen and what is happening or being said.
- During sermon/message, the speaker will signal when it is time to change the slide.
- During the songs and prayers, listen and move to next slide just before the final words are said/read from screen.
- If you are unable to serve on a Sunday that you have been scheduled, please respond by declining in Planning Center, by email, or if it is last minute please inform the Worship Coordinator or the Deacon.
- \*The choir warms up at 9:00 A.M.; if possible, arrive after they have done their warm up to do a sound check.