

LECTOR & COMMUNION ASSISTANT GUIDELINES

In accepting the job as lector or communion assistant, you are also accepting a responsibility as a leader of the congregation's worship. Everyone is counting on you. you are responsible for performing your assigned job on the appointed day. If for any reason you will not be able to do so, **You Are Responsible For Finding Someone To Take Your Place.** (Please also advise the coordinator.)

(NOTE: Before Sunday, lectors should read over the lessons and the psalm until they are very familiar with the readings and are sure that they can read them well and with the proper emphasis. We will try to provide pronunciation guides for any difficult proper names used. However, should you have any questions about pronunciation you may call Pastor at home or at the office for help.)

I. Before Worship

- A. Unless you are serving as lector only, be vested properly and in the pastor's office by 9:30 A.M. Lectors do not have to vest if they are not also communion assistants.
- B. Please dress neatly - hair combed, shoes clean, not too much jewelry or make-up. NO GUM.
- C. Be sure to have a bulletin and a copy of the LBW (Lutheran Book of Worship) with you.
- D. Review the service with the pastor to determine what special assignments or instructions need to be carried out.

II. During Worship

- A. Remember that you are a worship leader. Therefore, participate in worship.
- B. Always walk in an unhurried way - not too fast, not too slow.
- C. Whenever you approach the altar, or cross the center of the chancel, you should make a sign of reverence toward the altar.
- D. Lectors, read slowly, loudly, and with proper emphasis (directly into the microphone).

III. After Worship

- A. Carefully hang and store your vestments in the proper closet.
- B. Remove all notes and personnel materials from the lectern and turn off the microphone.

How to announce, and end the reading

- The First Lesson is from (Book), (Chapter). **example:** [Joshua, Chapter 24]
- Here ends the reading.
- Word of God, word of life.

- We will now sing the Psalm as shown in the Celebrate

- The Second Lesson is from (Book), (Chapter). **example:** [Joshua, Chapter 24]
- Here ends the reading.
- Word of God, word of life.