



LECTOR INSTRUCTIONS

- Readings are assigned from the Revised Common Lectionary (RCL). You can find the Lectionary on the Calvary website at <http://www.calvaryepiscopal.net>; click Resources, then Links. The original source may be found on this website: <http://www.lectionarypage.net/>.
- Prepare in advance of reading. Ways to prepare include: practice aloud, read entire chapter, read other versions of the Bible, or try expressing the passage in your own words. For unfamiliar words/names, do a Google search: “how to pronounce ... [name]”. A website that provides audio for selected names & places is: <http://netministries.org/Bbasics/bwords.htm#>
- Before service: Check Service Leaflet to be sure lessons are the same as what you are scheduled to read. Locate reading in Lectionary on the pulpit; a colored tab will identify each lesson. Occasionally the Lectionary may offer choices for what verses to read; brackets will enclose optional verses. In that case, read the verses that are given in the Service Leaflet.
- Microphone: Check before service to be sure mike is on (switch on lower R side of lectern should be **up**). You may adjust the wand for height before starting to read, but do not bend/move the mike itself. The mike is uni-directional, so speak directly toward, but not into the mike. Take special care when lesson moves from bottom of one page to top of the next; it’s OK to move the mike sideways to account for this.
- Announcing 1st & 2nd lessons: Use the wording as given in the Lectionary: “A reading from the Book of...” or “a reading from the Letter of “ **PAUSE** after announcing the lesson & before beginning to read. **ALSO PAUSE** before saying “The Word of the Lord.”
- Intercessor: Please sit near the front of the church on the aisle, so that you can move promptly into the pulpit to lead the Prayers of the People as soon as the minister gives the bidding. Use the form printed in the Service Leaflet, which should be on the shelf below the reading stand. Remain at the pulpit while the presider gives the closing prayer, and then leave promptly before the minister announces the Confession.
- Reading style: Read **slowly & clearly** in a straightforward manner, so that people at the back of the church can easily understand you. BE VERY CAREFUL not to drop your voice at the end of sentences/phrases. Women should be aware that their voices tend not to project as well as men’s. If you are unsure of some pronunciations, check with Father Ethan or Mother Bonnie in advance.
- Changing dates: If you cannot read on the date you are scheduled, please get your own replacement. The Lector Schedule is on the Calvary website under Resources/Schedules. The Lector Roster (with phone & emails) is on the Calvary website under Resources/Rosters: the password is calvaryrosters. Notify the Church Office of any changes no later than Wednesday noon before the Sunday you are scheduled.
- Scheduling: If you know that certain dates or times of year are not convenient for you to be scheduled, please let **Wilma** know in advance. Also let her know of any phone/email changes.

Thanks for your faithful participation in this important ministry!

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1/1/12