

- 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 Please do not cite the chapter and verse numbers or include any additional introduction without prior approval from the priest.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