

First Presbyterian Church Lay Reader Training

Below are basic instructions for your contribution as Lay Reader in worship at First Presbyterian Church. If you find you are unable to serve on your assigned Sunday, please trade days with someone on the list and notify the church office at 758-1901 or fpcstaff@earthlink.net.

1. Bulletins are available after 12:00 noon on Friday. Please ask the church administrator to email a copy to you or come by the church and get one.
2. Go over the service to see if there is a first scripture lesson, or anything different in the order of worship that particular day. Read the Call to Worship, the Invitation to Confession, the Prayer of Confession, the Declaration of Forgiveness, and the First Lesson (if there is one that Sunday) **ahead of time, out loud, several times** to gain familiarity with words, phrases, and concepts. If you do not know how to pronounce a word, find a dictionary. If the word is Biblical, there are many good Bible dictionaries in our second floor library. The pew Bible may also be of help to you in pronouncing difficult names.
3. Please use one of the selections provided in this manual for the Invitation to Confession, which uses words of scripture that promise God's forgiveness. Please use inclusive language. For example, instead of saying "mankind," use "humankind," or "humanity." When referring to God, use the name God instead of masculine or feminine pronouns.
4. Please dress appropriately for leading worship.
5. Go to the communion table during the Introit. You will not be announced. Help the service have a good pace.
6. In preparing for the part of worship you will lead, keep these principles of public speaking in mind:
 - a. Read at a good pace, realizing that when we are nervous, we tend to read quickly.
 - b. Project and articulate well.
 - c. Study the Invitation to Confession, the Prayer of Confession, the Declaration of Forgiveness, and the First Lesson (if there is one).
 - d. Come early to test the microphone. Speak into the microphone. Be careful not to place your material over the microphone.
 - e. As much as possible, look the congregation in the eye as you lead them in worship.
 - f. Speak all the words to the Prayer of Confession and the Assurance of Pardon into the microphone, but do not sing into the microphone.
7. For the Period of Silent Prayer, wait 20 seconds for silent prayer and then say "Amen."
8. When announcing the First Lesson (if there is one), indicate the page number and the section of the Bible where the lesson is located. Announce that this is the First Lesson so that daydreamers may catch up with the flow of worship. Once you have announced the First Lesson, give worshippers a brief amount of time to locate the lesson. Your signal to begin reading the First Lesson should be when you hear the rustling of pew Bible pages begin to end.
9. End the First Lesson with the words, "The Word of the Lord."
10. After you have finished your responsibilities in leading worship, collect your worship materials, being careful not to remove other worship materials. Leave the communion table at a good pace so that worship may continue.