**Reader Responsibilities (updated 8.22.2019)**

1. **Be a good model of a worshiper yourself.** Sing, attend, and respond.
2. **Texts for your assigned reading.** Each week, Mary Ellen scans readings from the WORKBOOK for LECTORS and sends it to scheduled readers. If you want to make a copy of the readings, the WORKBOOK for LECTORS is available in the copy room for you! There is also a pronunciation guide with the workbook.
3. **Prepare your reading.** This is why we ask you to pick it up ahead of time. We mean more here than worrying about pronunciations of funny names and strange words. The commentary at the foot of the *Workbook for Readers* will help you understand the meaning of the text, which is essential to a convincing delivery. Don’t be afraid to ask the pastor, deacon, or Mary Ellen for help (the prophets and Paul can be hard to figure out). Reading with understanding is the key. ***It is also important to practice/pray your reading before your scheduled time!***
4. **Please arrive at least ten minutes before your scheduled liturgy.** “Sign-in” on the clipboard in the sacristy, and if possible check with the minister coordinator or the presider to receive any last minute instructions. If you haven’t checked in we may not know that you are present and may enlist someone else to do the reading (which is unfair both to them and to you). ***If THERE IS NO DEACON PRESENT, the second reader will read the general intercessions.***
5. **Check the placement of the text in the Lectionary.** Compare the text in the Lectionary with what you prepared. Please do not read from the practice sheet. If you are the first reader also check the height of the microphone now (before the service begins) to make sure it is at the proper level for you.
6. **Approach the sanctuary with a reverence to the altar, BOW to the ALTAR, and proclaim your reading with energy and understanding.** Our sound system does a good job of amplifying your voice, but it will not do what your diaphragm, larynx, mouth, and lips should do for you. The key to good public speaking is **LOMM—Large, Open, Moving, Mouth**…with an understanding of what you’re reading!
7. **After your reading, remain “at rest” at the ambo until the music for the psalm or Gospel acclamation begins, then turn and reverence the altar again as you leave the sanctuary.** The silence after the readings is not “dead time,” but an opportunity to mull on the word just heard. We would ask you to stay at the ambo, and close your eyes, striking a reflective pose (modeling to the assembly what we hope they will also do). Obviously, you need to be still and calm, not looking around or checking on the musicians. As soon as the accompaniment for the psalm of acclamation begins you can return to your place. **First readers should turn the page for second reading before stepping back from the ambo. Second readers should close the Lectionary and place it on the ambo.**
8. **If you cannot make a scheduled date, please request a sub on MSP or email Mary Ellen. (A SINGLE READER should read both readings only as a last resort.)** If you are having trouble using MSP, please contact Mary Ellen immediately. She will be happy to register your conflict and/or find someone to take your place. Also, remember that requesting a sub doesn’t mean that your obligation has been filled.