

# Saint Gabriel's Lector's Guide

To: Lectors, Prayer Leaders & Chalice Bearers  
From: Russ Hotte  
Revision Date: Sunday, July 05, 2015  
Re: Lectors/Prayer Leader/Chalice Bearer's Guide

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## Lectors

- As a reminder of God's love and His presence, when we gather in His name, show your reverence as you approach the altar on the way to the ambo, genuflect or bow
- Please 'check in' with the Geoffrey to let him know you are present for your assignment. This is especially important if you are a substitute for the scheduled lector (this saves embarrassing situations as the congregation waits for someone to move forward!)
- Keep it simple when announcing the reading: "A reading from... <Name of Book> (i.e. Isaiah; Thessalonians). It is not necessary to cite chapter and verse as these are printed in the order of service leaflet
- Please do rehearse the reading beforehand, preferably the day before; also, if you have trouble reading from the Bible or the order of server (font size too small) print a larger copy of your assigned reading(s) and place it on the ambo prior to the start of the service or I can provide a large-font copy of the readings (please give me adequate time to prepare)
- You can download all the readings from the following site using the Revised Common Lectionary: <http://www.lectionarypage.net>
- Check the pronunciation of proper names and places. Geoffrey would be more than happy to help. Here's a great reference with phonetic pronunciations: <http://www.betterdaysarecoming.com/bible/pronunciation.html#top>
- Remember to end the reading properly with, "The Word of the Lord."
- If you prefer a different translation of the Old or New Testaments – wonderful! Please announce it as such
- Reading the Psalms:
  - If you are the 1<sup>st</sup> reader (Old Testament), be sure to end it properly and then lead the parish in the reading of the Psalm
  - Please give the page number for the Psalm from the Book of Common Prayers (not everyone will have the inserts with the readings) and then give the parish time to find the page! (It helps to lead the congregation into the Psalm with an introduction like "Saying together...")
  - Check the bulletin to see if there are any changes in the order of service, such as the choir singing the Psalm instead of a lector leading the parish. Again, check with Geoffrey
- If you are the 2<sup>nd</sup> reader (New Testament) please wait for the 1<sup>st</sup> reader to step down from the ambo before you proceed forward and to wait until he/she has been seated before beginning the reading
- By all means, stand up and move to the aisle so that it is known there is a reader prepared but give people a moment. Some of the riches parts of the Litany are the moments of silence between readings, giving time to reflect on the words
- Psalms – instruct the parish on how it will be read:
  - Short Psalms (8 to 12 lines or less) – all read together. "Let us read together..."
  - Long Psalms
    - Read responsively using any of the following methods (up to you!):
      - Left side congregation/right side congregation or [indicate starting side];
      - Women/Men; [indicate who starts]
      - "I will read the odd verses, please respond with the even verse" or;
      - "I will read the beginning of each verse, your response follows the asterisk";
    - Note the number of verses and, if an odd count, then let the congregation know to read the last verse together;
  - If the Psalm is not contiguous or is not the complete Psalm be sure to clearly state the verses to be read;
  - Instruct the congregation to read, with you, the opening refrain/response and end the Psalm with it
- Read clearly and unhurriedly!!!

## Prayer Leaders

As prayer leader it is an opportunity to personalize and express what is important to you within the prescribed intercession for prayers. We encourage you to incorporate the two prayer cycles (monthly and various parish concerns) into your “Prayers of the People” (these may be found in the insert of the order of service bulletin). However, we leave it to you.

For help in formulating your prayers try one of the following:

- The book, “Intercessions for the Christian People”, which ties the prayers to the gospel of the day.
- Go on-line to Ormonde Plater’s Prayers (<http://members.cox.net/oplater/prayer.htm>);
- Forms from the Book of Common Prayers (I – VI, pg. 383 – 393);
- Prayers and Thanksgivings from the Book of Common Prayers as a guide (pg. 814 – 841);
- The theme of the Collect usually contains a lead into prayer;
- A poem that projects a message of prayer or thanks;
- Inspirational words you can mold into and around the six main themes for intercession;
- Use that poem or those inspirational words to introduce the prayers and then follow one of the Forms in the Book of Common Prayer.
- Geoffrey and I have copies of “*Intercessions for the Christian People*” which have wonderful prayers tying in to the Liturgy for the particular Sunday – happy to share!

The following are the six main themes (pg. 383 of the Book of Common Prayer):

- The universal church, its members, and its mission
  - Our bishops (it is common to use just their first name in the prayers but certainly more respectful to use their full name):
    - Michael Curry (Presiding Bishop)
    - Alan Gates (Diocesan Bishop)
    - Gayle Harris (Suffragan Bishop)
  - Our clergy:
    - Geoffrey Piper (Priest)
    - Kathy Harper (Deacon)
- The nation and all its authority
- The welfare of the world
- The concerns of the local community
- Those who suffer and those in any trouble
- The departed (with commemoration of a saint when appropriate)

### Other Suggestions

- A suggestion from members of the vestry is to include giving thanks to God. For example, rather than praying for the “Parish Ministries with Youth for Teaching and Encouragement” you may want to give thanks for “...the teachers, leaders, ...”, for their continued involvement;
- Prayers don’t always require a response from the congregation. Silence to contemplate a prayer may be in order;
- When asking the congregation to respond in a litany form, use the same words each time to lead into the response (i.e. “Lord, in your mercy” – Response: “Hear our Prayer”);
- Be consistent when addressing the Trinity during intercessions (avoid using combinations of God, Father, Lord, Lord Christ, Holy Spirit, etc.) – just pick one;
- If you choose to write your own (the preferred way!), include the six requisite categories (stated above);
- It’s perfectly acceptable for you to use the same ‘template’ for the next time you are assigned prayers. All that’s needed is to modify them appropriately (cycle of prayers, those who suffer, the departed, local, national, world, etc.);
- Don’t forget prayers of thanksgiving (marriages, births, baptisms, recoveries). These are often listed in the bulletin but if you have any – go for it; check with Geoffrey for additions prior to the service
- Remember not to politicize your prayers!

## Chalice Bearers

- When the choir is present – Geoffrey so much loves to sing that he has asked chalice bearers to “set the table” so that he may join the choir. If you have been given instructions (separate document) then approach the altar when he calls for the gifts (“Walk in love... ..bring gifts and praise...”) so that you are ahead of the gifts and preparing the altar. The acolytes will have been instructed on how to assist you (ready with the wine and water); however, as new acolytes come on board gentle guidance helps them and helps you!
- NOTE: If Deacon Kathy Harper is present she will prepare the table.
- When the choir is not present – You should be approaching the altar during the doxology. You may either follow the ushers or walk up the sides. This timing is the easiest way to prevent getting “locked out” and having to leap the altar (kidding, please go around);
- Let the ushers know if you will process with them so that you can get through;
- If from the left, be sure to arrive before they close the railing gate;
- If from the right, be sure the path is clear through the choir!
- Rite I (8:00 AM service) the Cup is given to the communicants with these words:
  - The Blood of our Lord Jesus Christ, which was shed for thee, preserve thy body and soul unto everlasting life. Drink this in remembrance that Christ’s Blood was shed for thee, and be thankful. [Amen.]; Note: this is often recited as you serve more than one communicant.
    - or with these words:
  - The Blood of our Lord Jesus Christ keep you in everlasting life. [Amen.];
    - or with these words:
  - The Blood of Christ, the cup of salvation. [Amen.]
- Rite II (10:00 AM service...) the Cup is given to the communicants with these words:
  - The Blood of our Lord Jesus Christ keep you in everlasting life. [Amen.];
    - or with these words:
  - The Blood of Christ, the cup of salvation. [Amen.]
- Ask or just follow the clergy’s lead. None are ever wrong, there is, however, accepted protocol.

Thank you for your service, in the name of our Lord, Jesus Christ!