**LAY READER GUIDELINES (2017)**

1. The church secretary will email the readings to the assigned lay reader on Monday or Tuesday the week before the reading will be read in church. The secretary will place a copy of the readings for you to use on the lectern that Sunday morning.
2. Check the church bulletin to see when you read during the service. Usually, you will read after the special music or Prayer of the Day. Please be at the lectern by the time those things are finished so you can start reading immediately.
3. Begin by saying, “The first lesson/reading for today is from . . .“ or something similar to introduce the reading. At the end of that reading, say. “Here ends the first lesson/reading”.
4. Then say, “The second lesson/reading is from . . .” When finished with that reading, say, “Here ends the second lesson/reading. Please stand for the Alleluia/Gospel verse,” whichever the case may be.
5. If you cannot read on your assigned Sunday, it is your responsibility to find your replacement, using the list of people who have volunteered to be lay readers.