

# Peace United Church of Christ

## LAY LEADER INSTRUCTIONS

Thank you for volunteering to be a lay leader for our worship services.

### You will be reading these two portions of the service:

**1) the call to worship** (text is in the bulletin)

**2) the Scripture lesson(s).** If you don't have a Bible handy, you can access the scriptures online at <http://bible.oremus.org/>. Be sure to choose the "New Revised Standard Version". You can bring a printout of the pages with you, or you can read directly from the Bible that you will find at the pulpit in the Sanctuary.

It is helpful to go over the readings in advance so you are familiar with them and have a chance to check on pronunciation of any unusual words or names in the text. It is also helpful to practice reading the passage aloud at home. Keep in mind that your tendency may be to read more quickly than is ideal, so remember to slow down. It also helps the interpreter and those with hearing difficulties if you read slowly.

Although no one expects you to dress up, please come in attire you would consider respectful.

Please be sure you are at the church no later than 10 to 15 minutes before the worship service so you are ready to walk in with the pastors. When you go to the front of the church to read, take a moment to adjust the microphone as needed so that you are able to speak directly into it. Those who have difficulty hearing will appreciate this.

*Several people for whom being a Lay Leader was a new experience asked for more specific suggestions. In addition to leading the Call to Worship and reading the Scriptures, the Lay Leader provides links that guide the congregation from one element of worship to the next. Below is suggested wording for making those links along with directions about when and where to move.*

### Tips for Lay Leaders:

- **Highlighted text below is what appears in the bulletin order of service.**
- Sit in the front pew with the pastor(s) at the beginning of the service.
  - **Prelude**
  - **Greeting One Another**
  - **Announcements**
  - **Ringling of the Peace Bells**
- Walk up to the pulpit at the end of the Ringling of the Peace Bells.
- When you get to the pulpit, take a moment to adjust the microphone as needed so that you are able to speak directly into it.
- **Cue the congregation to stand** by saying one of these sentences:  
**Would all who are able, please rise to JOIN ME IN OUR RESPONSIVE CALL TO WORSHIP.**  
**Or**  
**Please rise in body and/or spirit to JOIN ME IN OUR RESPONSIVE CALL TO WORSHIP.**
- Take a breath to allow the congregation to settle before you start reading.
  - **\*Responsive Call to Worship...**
- After the Responsive Call to Worship, you prepare the congregation for the opening hymn. Say one of the following sentences, filling in the hymn information from the bulletin. (You do not have to repeat the hymn number twice, but it is helpful to many people if you do this.)  
**LET US SING OUR OPENING HYMN, NUMBER XXX, "TITLE," NUMBER XXX in the black hymnal OR in the Praise & Worship songbook.**

Or

**PLEASE JOIN IN SINGING OUR OPENING HYMN, NUMBER XXX, "TITLE," NUMBER XXX in the black hymnal OR in the Praise & Worship songbook.**

(Examples are: Number 299, "For all the Saints", Number 299, in the black hymnal or #4, "Holy Angels", #4 in the Praise & Worship songbook)

- You can return to the front pew during the singing of the Opening Hymn.

\*Opening Hymn

Unison Prayer of Confession

Assurance of God's Forgiveness

- The Lay Leader's next reading comes after Children's Time:

Children's Time

- Walk up to the pulpit as the children leave.

**God is Revealed in the Word**

- The number of scripture readings may vary, but a usual pattern is one from the Hebrew Scriptures (called Old Testament in the past) and one from the Christian Scriptures, which we name based on what type of document it is, usually Gospel, sometimes Letter, or Epistle.

- To introduce the scripture, you might say,

**OUR FIRST SCRIPTURE READING IS FROM THE HEBREW SCRIPTURES, THE BOOK OF \_\_\_\_\_, CHAPTER \_\_\_\_, VERSES \_\_\_\_ TO \_\_\_\_.**

(For example, OUR FIRST SCRIPTURE READING IS FROM THE HEBREW SCRIPTURES, THE BOOK OF ISAIAH, CHAPTER 12, VERSES 19 TO 32.)

Or

**OUR FIRST SCRIPTURE READING IS PSALM #\_\_\_\_\_.**

- Return to the front pew during the anthem/special music.

Anthem (or Special Music)

- Walk up to the pulpit at the end of the anthem.

- To introduce the Gospel or Epistle, you might say,

**OUR GOSPEL READING IS FROM \_\_\_\_\_, CHAPTER \_\_\_\_, VERSES \_\_\_\_ TO \_\_\_\_.**

(For example, OUR GOSPEL READING IS FROM MATTHEW, CHAPTER 3, VERSES 13 – 17.)

Or

You might simplify your introduction and model it after one of these:

**A READING FROM THE BOOK OF GENESIS...**

**PAUL'S LETTER TO THE CHURCH AT ROME...**

**THE GOSPEL ACCORDING TO MATTHEW...**

- You may close the gospel reading with one of these phrases:

**THANKS BE TO GOD.**

Or

**MAY WE KNOW GOD'S SPIRIT IN THESE WORDS.**

- After reading the scripture texts, return to your seat in the congregation.

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**Again, thank you for helping with this important part of our worship service. If you have any questions regarding your duties, feel free to contact Pastor Kathy at 218-724-3637 or [knelson@peaceucc.org](mailto:knelson@peaceucc.org).**