



SAINT MARK'S EPISCOPAL CATHEDRAL

Reading Ministry Customary 8 am service – Thomsen Chapel

*This customary includes the roles of **Lector** (those who read the scripture) and **Intercessor** (those who lead the Prayers of the People). Note: in the 8 am service, the presider says the Land Acknowledgment (LA). The Lector leads the Psalm.*

This Reading Ministry Customary provides general information, including:

- [Arrival Information](#)
- [Reading Tips](#)
- [Scheduling in Ministry Scheduler Pro](#)

and role-specific training details:

- [Lector](#)
- [Intercessor](#)

[GENERAL]

Arrival Information

- **Arrive at least 5 minutes before each service. If you arrive later than 5 minutes, you will likely be replaced.** Please know that texting or emailing the day of the service is not likely to be seen/read and does not ensure your place is held. **Repeated late arrivals can result in being moved off the regular scheduling rota.**
- **Check in with the Presider or ALM in the sacristy.**
- **Dress with a mindset of not being a distraction** to the words that you are mediating to the congregation (ex: no ripped jeans, flip flops, cutoff shorts, hats, shoes with loud heels, tank tops, distracting patterns/colors). Vesting for reading ministries is not

required.

- **Sit in an area that is accessible to the lectern.**

Reading Tips

- **Remove your mask**, if wearing, before going to the lectern.
- **Slow down your pace.** The two biggest complaints received are: 1) *“They read too fast,”* and 2) *“I can’t hear them.”*
 - Avoid these by:
 - **Steadying your pace.** You are probably talking too fast if you don’t feel that you are speaking slower than you usually speak.
 - **Articulating your words.** Being aware of your breathing can help with this.
- **Enunciate your words** – especially the consonants – by clearly articulating all the sounds that make up the word. A common mistake in enunciation is to drop the “d” or “t” sound from the end of a word. This can create a *very different* meaning.
 - Examples:
 - “Mend” without the d can sound like “men.”
 - “Sent” without a “t” can sound like “sin.”
 - “Peter and Paul” with “an” can sound like “Peter n Paul.”
- **Pause at the punctuation.** Commas, semicolons, and periods are guides for pausing – do not run through these. Take an extra pause after a period.
- **Avoid choppy reading by being aware of your breath.** Practice breathing and reading – it helps you find your rhythm.
- **Keep going if you make a mistake.** There is no need to draw further attention by saying “oops” or appearing flustered. All will be well.
- **Focus on the text, not making eye contact.** It is preferable to read with clarity and effectiveness with your eyes down rather than looking up and stumbling over the reading or losing your place. It is fine to make eye contact when first arriving at the ambo.

- **Focus on the words instead of adding emotion or emphasis.** The goal is to read with confidence and clarity, not to dramatize or be lively.

Scheduling in Ministry Scheduler Pro (MSP)

- **Use the “My Profile” tab to indicate your preferred service time(s) and any dates you are unavailable.**
 - You will receive an email reminder 5 days before serving by default. You can change the timing of the reminder to be earlier or later by clicking on “My Profile” in MSP. You can also opt to receive a text message. *Remember, when making changes to your profile, you must hit “submit” for these to be saved.*
 - Keep your contact information up-to-date in MSP using the “My Profile” tab.
- **Please request a substitute in MSP if you are unable to serve on your scheduled date.** Unless for illness or emergency, please do not wait until the day that you have been scheduled to find a substitute.
 - **If you are running late on the day of your reading, even if only by a few minutes, you will likely be replaced.** Texting or emailing to let us know you are running late is not likely to be seen as we prepare for the service. We understand that running late may happen at some point – please do not take this personally if you are replaced.

Lector

PREPARING

The BCP says, “We call them [the Holy Scriptures] the Word of God because God inspired their human authors and because God still speaks to us through the Bible.”

- **Take time to read the text prior to coming to the service.** It will help in your delivery and enrich your experience of sharing the Word of God. If you have extra time, read the text before and after your assigned text for context on what you are reading – it will show in your delivery.
- *Resources include:*
 - [The Lectionary Page](#) - This can be accessed in advance. In the event of two options for a reading, you can wait until the leaflet (see the link below) publishes on saintmarks.org, or practice both readings.
 - [Service Leaflet Page - Saint Mark's](#) - Leaflets usually post by Friday evening each week but sometimes it may be later.
 - Pronunciations - Check the pronunciation of any names or difficult words in advance. You can also check [Bible Speak](#) to listen to pronunciation.

- [A Lector's Guide and Commentary](#) to the Revised Common Lectionary (Year A) can be a resource to learn more context about the text in which you are reading.

PROCEEDING TO READ

The moment you step forward you are sending signals to your listeners. Are you reverent, dignified and sincere or hurried and anxious or cavalier? These signals come from how you carry yourself. Walk with your hands folded or kept naturally at your side.

For the first reading:

1. After the Collect of the Day, proceed to the lectern on the south side of the chapel.
2. Introduce the reading clearly and deliberately: *"A reading from..."* After the introduction, pause for a moment before beginning the first sentence of the reading.
3. Pause before the closing line, *"Hear what the Spirit is saying to God's people."*
4. When finished, remain in place to begin the Psalm.

For the Psalm:

1. Introduce the Psalm: *Please join me in reading the Psalm (or portion of) aloud, starting after the first asterisk.*
2. Remain in place for the second reading.

For the second reading:

1. Introduce the reading clearly and deliberately: *"A reading from..."* After the introduction, pause for a moment before beginning the first sentence of the reading.
2. Pause before the closing line, *"Hear what the Spirit is saying to God's people."*
3. After completing the reading, turn the page to the Gospel reading and give the notebook/binder to the Presider. Make sure the Gospel reading is right side up for the Presider.
4. Proceed back to your seat.

Intercessor:

PREPARING

- The Prayers of the People are formed by the prayers shared from the community the week prior to the service. A copy of the Prayers of the People is not available for until Sunday morning. When you arrive, allow time to pick up the printed sheet in the Sacristy so that you can read and review the words.
- Part of reading of the Prayers of the People will include saying the names of parishioners and others in the community. As much as possible, please try to pronounce their names correctly. Ask the Presider or ALM, if available, if you have questions on specific names.

PROCEEDING TO READ

1. After the Nicene Creed ends, stand up from where you are sitting. Walk to the head of the center aisle. The Presider may be reading the invitation to the prayers as you do this.
2. After the prayers are completed, return to your seat.
3. After the service, return the printed sheet of prayers to the sacristy. Place the sheet into the front pocket of the ALM book along with the service leaflet. The sheet can also be left on the counter if the ALM book is not there.