

## **Guidelines for Lay Leaders**

### **The Presbyterian Church Garden City. KS**

The following are guidelines for those serving as a Lay Leader during worship services:

The Lay Leader should plan to arrive at least 20 minutes prior to the start of worship.

Find the Lay Leader bulletin on Connie's desk. Review the bulletin. This can be done ahead of time, as the bulletin is ready by Friday noon, (often earlier, call Connie to see if it is ready).

The Lay Leader readings are highlighted in Red. Review (and read aloud) text to be read during the service (including the Bible reading). Note sections where speaking will be shared with Jim. Make contact with Jim to check signals and ask any questions you have.

Got to lectern, adjust microphone position to you. Test to see if you want to use the riser platform. Check with the sound board team to do sound check. Open and leave open the Bible to your reading, feel free to make light pencil markings or use post it notes to mark starting and ending words of the reading.

Before the start of the service, meet with the pastor and the choir in the Chapel for prayer. Jointly enter the Chancel as the Worship Team. Be seated on the bench on the South side. Note the bench is not tied to the floor, it can tip, please be careful.

Opening the Service:

Welcome:

Welcome members and visitors and remind all to sign the attendance forms in the red folders. Call attention to the announcements in the bulletin (do not read them, just ask folks to look at them). Invite all to stay after church for fellowship in the fellowship hall.

Concerns and joys:

Invite joys and concerns from the congregation. Make written note, (or arrange for someone else to) of joys and especially concerns to be given to Jim for inclusion in corporate prayer. After you are finished with your parts of the service, place these notes on communion table near Jim's book.

Follow the bulletin and conduct the service. Make eye contact with Jim when sharing reading responsibilities.

Following completion of your duties, take a seat in the congregation.

Have fun, project confidence and praise the Lord.