

## **Ministry Description: Lay Reader**

Position Risk Assessment: High

Term of Office: 3 years, renewable  
Appointed by the Priest & licensed by the Bishop

Supervision & Support: Reports to: Lay Reader Co-ordinator and Incumbent  
Committee/Board responsible for this ministry: Worship  
Committee

### Purpose:

To assist the Priest in leading worship services (ie: lead confession, prayers, readings, assist with the chalice during communion, act as a server etc.)

Population(s) served: The Priest  
The Congregation

### Skills & Qualifications:

- love for Father, Son and Holy Spirit
- heart for Worship
- heart for the congregation
- heart for the Church
- being flexible and humble
- able to step in if emergency
- ability for Public Speaking
- able to work with others
- sensitive to the moving of the Holy Spirit, and moving with Him

### Spiritual Gifts Recommended:

- leadership
- mercy
- discernment
- prayer
- wisdom

### Training Provided:

- Diocesan Lay Readers' Handbook
- on-the-job training
- Diocesan Sexual Misconduct training every 3 years is required for the co-ordinator

### Meeting Date & Time:

- Sunday Services as scheduled
- Special Services
- quarterly team meetings

Time Commitment Involved:

- 1 - 2 hours every 4th Sunday (approx.)
- Special Services
- quarterly planning meetings (dinner/meeting)

Description of Duties / Responsibilities:

- prepare the night before by reading the appointed scriptures, and in prayer
- arrive 1/2 hour early to get things ready.
- check church for tidiness
- check Altar for right Prayer book
- check if Altar is set up (wafers, wine, chalice etc.)
- put out bulletins for Priest, Lay Reader & Worship Leader
- assign readers if not done
- mark readings in the Bible (except Gospel)
- light & extinguish Altar candles
- get intercession prayer list from Sidesperson
- make announcements
- lead in prayers & readings
- assist Priest with communion (see: Chalice Bearer Ministry Description)
- be alert for any changes to the service
- preach from time to time, as requested
- lead Morning Prayer if no Priest
- assist visiting (replacement) Priest with routines

*if there is no Server, then the Lay Reader also does the following:*

- process & recess with the cross
- receive Offering from the Sidesperson
- assist Priest with Communion preparation and tidy-up

Limits of the Position:

- works under the direction of the Incumbent

Benefits & Opportunities:

- grow personally and spiritually through service to others
- develop strong relationships with others on the team
- have a profound effect on the running of the Service

*Office Instructions: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist.*