

Tips for Proclaimers

Spiritual Preparation

- Pray before you prepare. Ask the Holy Spirit to guide your reading and to open your heart to God's Word.
 - See Proclaiming as a calling. Proclaiming the Word is not just a "task" but a ministry of service to the whole assembly.
 - Remember our purpose. Our goal as proclaimers is to bring God's word to God's people.
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Vocal Delivery

Rate (Speed of Speech)

- Aim for a moderate pace. Read not so fast that the message is lost, and not so slowly that it feels unnatural.
- Pause intentionally:
 - After commas and periods.
 - Before and after key phrases or names.
 - At transitions between ideas or sections.

Inflection (Tone and Pitch)

- Use natural inflection. Let your voice rise and fall as it would in a meaningful conversation.
- Emphasize key words. Highlight important theological or emotional words (*The Workbook for Lectors, Gospel Readers and Proclaimers of the Word* has suggestions for which words to emphasize).
- Avoid a monotone delivery. A flat delivery can disengage listeners. Vary your pitch to reflect the mood and message of the reading.

Volume and Clarity

- Speak loudly enough, but do not shout. The AV techs will adjust volume for you.

- Use the microphone wisely. Stand at the right distance (usually 6–12 inches), ensure that the head of the microphone is at chin level, and avoid turning your head away while speaking.
- Articulate clearly and enunciate each word, especially names and places that may be unfamiliar.

Expression and Emotion

- Let the text guide your tone:
 - Joyful readings (e.g., Easter) should sound uplifting.
 - Solemn readings (e.g., Good Friday) should be reverent and subdued.
- Avoid dramatization: You're not performing a play—your goal is reverent proclamation, not theatrical delivery.
- Make eye contact. Glance up briefly to engage the assembly without losing your place.

Practice Techniques

- Practice aloud. Read the passage multiple times out loud to get comfortable with pronunciation, pacing, and tone.
- Know the structure and context of your reading. Understand where to pause, emphasize, and modulate your voice to convey the message clearly.
- Use a strong, clear voice. Speak slowly and confidently so everyone in the congregation can hear and understand.
- Do not rush. Read in a measured way that gives listeners time to absorb the message.

Physical Demeanor

- Move with reverence. Walk slowly, aware you are entering a sacred role.
- Plant your feet. Stand confidently and avoid shifting or swaying.
- Dress modestly and neatly.

Thank you for sharing your gifts with the Congregation and for bringing God's Word to God's people.