



Dear \_\_\_\_\_

On behalf of the Worship Committee, I would like to thank you most sincerely for agreeing to be a *Team Captain* for scriptural readings for the month of \_\_\_\_\_

I encourage you to be the reader yourself on one of the Sundays in the month and to recruit other members of your family, who are part of FSA, to read as well, if that seems appropriate.

The default version of the bible to be used is the New Revised Standard Version (NRSV), which is in the pews; however, if the minister elects to use another version your designated reader will be informed by the church office during the week preceding the reading. There are a variety of versions of the bible available in the church library and also available online if you do a search. A good site to find the exact wording of a version is <http://www.biblestudytools.com/nrs/> but there are many similar sites.

There are lots of resources to help you:

1. For purposes of recruitment, if you don't already have a copy of the latest Congregational Directory, please contact Joan Bancroft (519-472-4661) and she will arrange for a three-ring binder with all our members' names and phone numbers to be left on the shelf under the mail boxes in the Atrium for you to use. As soon as you have completed your calls and made a list of the readers for the month in the book, please leave it back on the Atrium shelf for the next Team Captain to use.
2. When recruiting, aim for a broad range of ages. Also check the web at <http://www.fsaunited.com/scripturereaderkit/liturgist-reader-roster/roster.pdf> for the listing of past readers to avoid asking the same people over and over. If you determine during recruitment that someone never wishes to be a reader, please cross his/her name off the master list.
3. The FSA website offers lots of assistance for your assignment. Go to the menu at the top of the page and click on ADMIN/RESOURCES and from the drop-down

menu, select TOOLKIT: SCRIPTURE READERS. Open that link and you will have access to the following.

1. Coordinator's instruction letter to Team Captains
2. Team Captain's instruction letter to Reader
3. Team Captain's working template of readers for the month
4. Year-over-year cumulative roster of readers

On the Wednesday, before the first Sunday of your assigned month, please call the church secretary's office to give her the names of the readers for the month and, using the template for the month's roster (# 3 above found at <http://www.fsaunited.com/scripturereaderkit/rosterformonth.pdf>) fill in the names of your readers and place the list in Joan's mailbox at the church.

Thank you again and, if you have any questions or concerns, please call me at 519-472-4661.

Faithfully yours

Joan Bancroft  
Scripture Reader Coordinator  
Worship Committee