



Best practices for song leaders, preachers, scripture readers and worship leaders

- Encourage a congregational culture that assumes all speakers in medium-sized and large group gatherings need amplification, regardless of how loudly speakers talk or how self-conscious they are. Individuals with hearing aids or using an assistive listening system cannot pick up your words if you do not use the microphone. This has nothing to do with how loud you speak or how well you project.
- **Always** use the microphone!
- You may need to repeatedly educate leaders and participants who use a handheld microphone that you need to hold it **in front** of your mouth, pointed at your mouth and not under your chin.
- Show your lips.
- Speak clearly and loudly, separate your words.
- If there is a sign language interpreter, please wait for him/her to be in place before beginning your presentation.
- If you are not introduced immediately prior to speaking, introduce yourself. This is helpful for audience members who are blind or have low vision.
- If you are asked a question by someone not using a microphone, be sure to repeat the question into the microphone.
- If you ask the entire audience to participate, offer several ways to respond, including raising hands, calling out, standing, nodding; this will



facilitate participation for those who may not be able to raise hands, speak, or stand.

- Following the response to an audience question, let the audience know the count or estimate, such as “about half responded yes.”
- Say “Please rise in body or in spirit” or “Please stand if you are able”
- Include a digital file of song lyrics and music. A digital version of the *Voices Together* hymnal is available for purchase in the [Hymnals App](#) for iOS devices.
- Include a digital file of the sermon text and scripture reading. The Anabaptist Community Bible is available as an app on [Google Play](#) and [Apple](#).
- Offer large-print paper copies of hymns or large print songbooks

