

## Instructions for the Acolyte

Please be robed and in the robbing room ready 10 minutes before the service starts

Robes used are those with hoods attached

Make sure the knot in your cincture (rope belt) is on the left side

Check the bulletin and review for any unusual events for the service of the day

Preparation - Check the wick in the “candle lighter”, if too short, ask Assisting Minister / Lay Assistant to assist you in replacing. Meet with Assisting Minister / Lay Assistant and go over any questions you have on the service. Participate in the group prayer. Proceed with the Pastor and the Assisting Minister / Lay Assistant to the nave. Check with Ushers to make sure they have lighter ready to light the “candle lighter” for you when needed. Wait until Pastor completes pre service announcements.

Prelude - When the prelude music begins, cue Ushers to light the “candle lighter” for you then process slowly up the center aisle to the altar. Make sure the flame on the “candle lighter” is facing forward and not backward toward your head. Approach the front center of the altar and respectfully nod. Light the right candle (candle to your right as you face the altar) and return to the front center of the altar and respectfully nod. Then light the left candle and return to the front center of the altar and respectfully nod. Proceed to your seat by exiting the chancel on the left side of the altar and behind the column. Place the “candle lighter” in the stand. **NOTE: the Gospel Candle (the left candle on the altar) is never lit by itself.**

Children’s Sermon - Get the “children’s sermon box” and place beside the Pastor and sit on the chancel steps to participate and assist in the children’s sermon. Upon completion of the children’s sermon, hand out the children’s bulletins. Take the children’s sermon box with you and have a seat in the first pew for the regular sermon

*NOTE: if there is no children’s sermon, then you will move to the first pew at the end of the Gospel reading. You may follow the lead of the Assisting Minister / Lay Assistant.*

Conclusion of the Sermon - At the conclusion of the regular sermon, you will return to your seat behind the altar with the children’s sermon box and place the box in its original place. (You may follow the lead of the Assisting Minister / Lay Assistant on when to return to your seat behind the chancel.)

Peace - Pass the peace with the Pastor and those serving with you. Assist the Assisting Minister / Lay Assistant in preparing the altar for Holy Communion by remove the cover from the stack of cup trays on the back table. When the Assisting Minister / Lay Assistant takes the cup stack, place the cover back on the table. Then get the alms basin from behind the altar and return to your seat holding the alms basin flat in your lap.

Offering - When the Pastor moves toward the altar for receiving of the offerings, go around behind the right side of the altar and move down to receive the offerings. Bring the offerings to the center of the chancel, stop, raise the offering high, wait for the pastor to bless, then proceed around the right side of the altar and place the offerings back on the center table.

Communion – Immediately after the Lord’s Prayer, come up to chancel and assist with Holy Communion. Take the empty cup tray from the Assisting Minister / Lay Assistant. Trail two people behind the Assisting Minister / Lay Assistant who is administering the Blood of Christ and retrieve the used cups. If your empty cup tray fills, exchange with whomever is passing out the full cups. Once Holy Communion is administered to the congregation, then all assisting will assemble and receive communion directly behind the altar. Unless Holy Communion is done by intention, you will drink from the chalice. Securely hold the chalice as you drink. When Holy Communion is complete assist undressing the altar. Remember to go to the back table and hold the lid to the stack of cup trays until the Assisting Minister / Lay Assistant places the stack on the table. At that time cover the stack and continue to assist undressing the altar as needed.

Sending Hymn – After the Pastor leaves the chancel, come up from your seat behind the altar with the “candle lighter” and approach the front center of the altar and respectfully nod. Light the “candle lighter” from the Gospel candle (candle on your left) then extinguish the Gospel Candle. Next, extinguish the candle on your right then return to the front center of the altar and respectfully nod. Return to your seat behind the altar. Upon special occasions, you will be asked to process out with the lighted “candle lighter”. The Pastor will inform during the preparation prior to the beginning of the service.

Postlude – After the Dismissal and during the postlude, exit slowly with the “candle lighter” down the side aisle through the Sacristy door and to the robbing room.

## Instructions for the Crucifer

Please be robed and in the robbing room ready 10 minutes before the service starts

Robes used are those with hoods attached

Make sure the knot in your cincture (rope belt) is on the left side

Check the bulletin and review for any unusual events for the service of the day

Preparation - Meet with Assisting Minister / Lay Assistant and go over any questions you have on the service. Participate in the group prayer. Proceed with the Pastor and the Assisting Minister / Lay Assistant to the nave with the cross. When the Pastor enters the sanctuary for the pre service announcements take your place just inside the sanctuary doors, centered behind the baptismal font.

Prelude - When the Pastor announces the Confession, lift the cross high in the air with the front of the cross facing the altar/congregation and remain holding until it is placed in rest at the altar. When the congregation begins singing the first verse of the hymn, process slowly up the center aisle to the altar. Approach the front center of the altar and respectfully nod. Then place the cross at rest in the stand from behind with your foot on the stand for support. Ensure the front of the cross is straight and now facing out to the congregation and depart the altar on the right side. Walk directly to your seat in the back of the altar.

Children's Sermon – Move and take a seat along side the Acolyte on the chancel steps to participate and assist in the children's sermon. Take a seat in the first pew for the regular sermon

*NOTE: if there is no children's sermon, then you will move to the first pew at the end of the Gospel reading. You may follow the lead of the Assisting Minister / Lay Assistant.*

Conclusion of the Sermon - At the conclusion of the regular sermon, you will return to your seat behind the altar. You may follow the lead of the Assisting Minister / Lay Assistant.

Peace - Pass the peace with the Pastor and those serving with you. Assist the Pastor with the chasuble. Then Assist the Assisting Minister / Lay Assistant in preparing the altar for Holy Communion. Then return to your seat behind the altar.

Offering - [If there is a harvest basket (first Sunday of every month)]: When the Pastor moves toward the altar for receiving of the offerings, go around behind the right side of the altar and move down to receive the harvest basket. Bring the basket to the center of the chancel, stop, raise the basket high, wait for the pastor to bless, then proceed around the right side of the altar and place the basket beside the center table in back of the altar. Then return to your seat behind the altar.

Communion – Immediately after the Lord's Prayer, come up to chancel and assist with Holy Communion. Take the full clean cup tray from the Assisting Minister / Lay Assistant. Trail two people behind the Pastor who is administering the Body of Christ and issue the cups. If your cup tray empties, exchange with whomever is collecting the used cups and get a full clean tray from the altar. Once Holy Communion is administered to the congregation, then all assisting will assemble and receive communion directly behind the altar. Unless Holy Communion is done by intention, you will drink from the chalice. Securely hold the chalice as you drink. When Holy Communion is complete assist undressing the altar. When the altar is cleared, cover the table with the stack of cup trays and the table with the flagon and host box with the veils and return to your seat.

Sending Hymn – Once the congregation starts singing the first verse of the sending hymn and / or you get a cue from the Pastor, proceed behind the altar and around the right side (far side of the altar) and lift the cross high out of the stand. Place your foot on the cross stand to ensure that it does not try to stay attached to the cross. Approach the front center of the altar and respectfully nod. Then turn and process down the center aisle and position yourself behind the baptismal font where you started the service. Remain there with the cross-lifted high until the Dismissal.

## **Instructions for the Torch Bearers and Book Bearer**

Please be robed and in the robbing room ready 10 minutes before the service starts

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Check the bulletin and review for any unusual events for the service of the day

Preparation - Meet with Assisting Minister / Lay Assistant and go over any questions you have on the service. Participate in the group prayer. Proceed with the Pastor and the Assisting Minister / Lay Assistant to the nave with the cross, torches and Holy Book. When the Pastor enters the sanctuary for the pre service announcements take your place just inside the sanctuary doors.

Prelude - When the prelude music begins, cue Ushers to light the torches at the same time the “candle lighter” is lit. Crucifer is centered behind the baptismal font. Torch Bearers are left and right of the Crucifer. Book Bearer is to the left beside the left Torch Bearer. When the Pastor announces the Confession, the Crucifer lifts the cross high in the air with the front of the cross facing the altar/congregation and remain holding until it is placed in rest at the altar. When the congregation begins singing the first verse of the hymn, The Torch Bearers process slowly to the left and right of the baptismal font one row forward of the font and wait for the Crucifer to process. As the Crucifer aligns with the Torch Bearers, all three will sync up and process up the center aisle to the chancel. On the Crucifer’s cue, all three will simultaneously lead with their left foot and move up the first step and pause. This will repeat for all steps on the chancel. When making the top step approach the front center of the altar and respectfully nod staying in sync. On the Crucifer’s cue turn left and move to place the cross and torches in their respective stands. Following the lead of the Crucifer, place the cross and torches at rest in the stands from behind with your foot on the stands for support. Ensure the front of the cross is straight and now facing out to the congregation and depart the altar on the right side. Walk in single file around the right side of the altar and directly to your seat in the back of the altar.

When the Crucifer begins to process, The Book Bearer will raise the Holy Gospel Book above their head with the front of the book facing away and start to process behind the Crucifer at a distance of four pews. The Book Bearer approaches the front center of the altar and respectfully nods with the Holy Gospel Book still raised overhead. The Book Bearer then positions the Holy Gospel Book on the lectern open to the pages marked and walks directly to their seat in the back of the altar via the left side.

Holy Gospel – When the congregation starts to sing the first verse of the Gospel processional hymn. The left Torch Bearer, Crucifer, and right Torch Bearer will proceed in single file behind the altar and come up from behind on the right side of the altar and position themselves behind the torches and cross. On the Crucifer’s lead everyone will remove the torches and cross out of the stands simultaneously with one foot on the stand to ensure the stands do not stay attached to the cross and torches. On the Crucifer’s cue everyone will turn to their right and process to the front center of the altar. On the Crucifer’s cue everyone will turn to their right and face the altar and respectfully nod. Then on the Crucifer’s cue everyone will turn to their left and face the congregation. On the Crucifer’s cue, everyone will walk to the first step of the chancel and pause. Upon the Crucifer’s cue everyone will step down to the next step and pause and wait for the Crucifer’s cue to go to the next step. Once the bottom of the steps are reached, the Crucifer and Torch Bearers will process up to the fourth pew from the front of the church. There the Torch bearers will stop and turn inward to face each other. The Crucifer will process one additional pew and turn completely around and face the altar.

Also, when the congregation starts to sing the first verse of the Gospel processional hymn, the Book Bearer will proceed to the left side of the altar and wait till the Crucifer and Torch Bearers have process half way off the chancel. At that time the Book Bearer will go to the lectern, close the Holy Gospel Book and raise it over his head with the front of the book facing away. The Book Bearer approaches the front center of the altar and respectfully nods with the Holy Gospel Book still raised overhead. The Book Bearer turns and processes down to where the Torch Bearers are and stops between them. Then the Book Bearer turns

around and faces the altar. This will put the Crucifier directly behind the Book Bearer. The Book Bearer then takes the Holy Gospel Book down and cradles it in hands and arms so that the Pastor may open and read from. After the reading of the Gospel, the pastor will take the Holy Gospel Book and hand it back to the Book Bearer. As the Gospel processional hymn resumes, the Book Bearer will step to the left between the Torch Bearer and the Crucifier but clear of the path of the Crucifier.

When the congregation starts to sing, the Crucifier will start to process. As the Crucifier aligns with the Torch Bearers, all three will sync up and process up the center aisle to the chancel. On the Crucifier's cue, all three will simultaneously lead with their left foot and move up the first step and pause. This will repeat for all steps on the chancel. When making the top step approach the front center of the altar and respectfully nod staying in sync. On the Crucifier's cue turn left and move to place the cross and torches in their respective stands. Following the lead of the Crucifier, place the cross and torches at rest in the stands from behind with your foot on the stands for support. Ensure the front of the cross is now facing out to the congregation and depart the altar on the right side. Walk in single file around the right side of the altar and directly to your seat in the back of the altar.

When the Crucifier begins to process, The Book Bearer will raise the Holy Gospel Book above their head with the front of the book facing away and start to process behind the Crucifier at a distance of four pews. The Book Bearer approaches the front center of the altar and respectfully nods with the Holy Gospel Book still raised overhead. The Book Bearer then positions the Holy Gospel Book on the lectern shelf, closed, and walks directly to their seat in the back of the altar via the left side and down behind the column.

Sending Hymn – Once the congregation starts singing the first verse of the sending hymn, the left Torch Bearer, Crucifier, and right Torch Bearer will proceed in single file behind the altar and come up from behind on the right side of the altar and position themselves behind the torches and cross. On the Crucifier's lead everyone will remove the torches and cross out of the stands simultaneously with one foot on the stand to ensure the stands do not stay attached to the cross and torches. On the Crucifier's cue everyone will turn to their right and process to the front center of the altar. On the Crucifier's cue everyone will turn to their right and face the altar and respectfully nod. Then on the Crucifier's cue everyone will turn to their left and face the congregation. On the Crucifier's cue, everyone will walk to the first step of the chancel and pause. Upon the Crucifier's cue everyone will step down to the next step and pause and wait for the Crucifier's cue to go to the next step. Once the bottom of the steps are reached, the Crucifier and Torch Bearers will process to the back of the church and take their original start positions at the beginning of the service. The cross and torches are held high until the Dismissal is complete.

Also, when the congregation starts to sing the first verse of the sending hymn, the Book Bearer will proceed to the left side of the altar and wait till the Crucifier and Torch Bearers have process half way off the chancel. At that time the Book Bearer will go to the lectern, close the Holy Gospel Book and raise it over his head with the front of the book facing away. The Book Bearer approaches the front center of the altar and respectfully nods with the Holy Gospel Book still raised overhead. The Book Bearer turns and processes down to the back of the church and take their original start position at the beginning of the service,

# Sanctuary

