

ACOLYTES

The word “ACOLYTE” is Greek for “attendant.”

ACOLYTES serve as liturgical leaders who light the candles and serve in such roles as banner bearer, book bearer, Communion helper, crucifer, or torch bearer.

BEFORE THE SERVICE

- * Meet the Pastor and Assisting Minister in the Vestry
 - * For 8:30 servers: Arrive early and be robed by 8:15
 - * For 11:00 servers: As soon as Sunday Church School is over, go immediately to Vestry and get robed
- * Light candles (if assigned)
- * Get a bulletin and hymnal
 - * Mark the hymns and liturgy with ribbons
- * Stay in the Vestry with other servers until the Pastor arrives for prayer
- * Your voice travels, so speak quietly while getting ready
- * Ask the Pastor where you will be standing in the nave
- * Spit out anything in our mouth -- gum or candy
- * Share a prayer with the Pastor
- * Walk quietly with the Pastor and other servers to the narthex

DURING THE SERVICE

Standing

- * Stand quietly at the back of the nave while the Pastor makes announcements
- * Participate in the Confession of Sins
- * The congregation is facing the rear of the nave and can see everything you do
- * Follow the Cross

Walking

- * Pace the person in front of you – 2 to 3 pew lengths
- * Hold your hymnal with both hands
- * Do not dangle your arms
- * At the chancel stairs, pull up your robe
- * Climb stairs one step at a time

Altar

- * Reverence the altar with a slight head bow
- * Move your head only, do not bow from the waist
- * Walk around the altar and walk down the steps, holding on to the rail

Sitting

- * Sit and stand, as the service directs
- * Sit up straight
- * Do not lean on Pastor’s chair
- * Keep your feet on the floor – no crossed legs
- * Speak to others only when absolutely necessary
 - * Remember, the Pastor’s microphone is “on” and she cannot always respond to you
- * Participate in the service – singing, reading

Eyes

- * Stay awake
- * Watch the Pastor – she can help you throughout the service

OFFERING PLATES

- * After the passing of the Peace:
 - * Lift cover off of the Communion trays. Place it back on the table.
 - * Get the alms basin. Take it to your seat and hold it on your lap
- * When Pastor gets up, move to receive the offering
- * Walk down to the bottom step and hold the alms basin out
- * Bring the offering to the front of the altar and raise it up for the Pastor's blessing
- * Take offering and place it on the center table at rear of altar

SERMON/CHILDREN'S SERMON

Children's Sermon

- * After the Gospel reading, listen to see if the Pastor invites the Children to come forward
- * Carry the Children's Sermon box and place it on the chancel step
- * Sit in the chancel
- * Actively participate in the Children's Sermon
- * When the Children's Sermon is over, hand out the children's bulletins and carry the box to the front row. Sit in front row with Assisting Minister.

Sermon

- * After the Gospel reading, move to the first row with the Assisting Minister and other servers
- * Remain standing until the Pastor signals the congregation to sit
- * After the sermon, wait until the music starts for the Hymn of the Day, then return to your seat

HOLY COMMUNION

During Communion; Trays

- * Acolytes retrieve the used cups; start with an empty tray
- * Crucifers hand out the clean cups
- * Follow 2 to 3 people behind the Assisting Minister to allow people to drink
- * When the tray is full, swap with the Crucifer for an empty tray
- * Hand the tray to the Assisting Minister when you are finished with it.

After Communion

- * Line up in the chancel to take Communion
- * After you receive Communion, the Assisting Minister and Pastor will hand you the Worship Furnishings – place them on the tables
- * Lift up the tray cover so that the Assisting Minister can place the wine trays on the table
- * Cover all items– display the cross on the veil
- * Return to your seat

AFTER THE SERVICE

- * Process out and stand at the back of the nave
- * After the dismissal, go to vestry, and hang up your robe
- * If your robe is soiled, let the Assisting Minister know. He/she will arrange to have it washed
- * Return the hymnal to Vestry

CANDLES

Check the wick

- * Ask for help to change the wick, if needed

Remember: Left candle never stands alone

Keep candlelighter straight to avoid dripping wax

Before Service

Process up center aisle

- * Reverence altar at center
- * Light right candle
- * Return to center, reverence
- * Light left candle
- * Return to center, reverence
- * Replace followers, right then left
- * Go to your seat

After Service

- * Reverence altar at center
- * Light wick from left candle
- * Return to center, reverence
- * Extinguish left candle
- * Return to center, reverence
- * Extinguish right candle
- * Return to center, reverence
- * Return to your seat
- * When at your seat, extinguish wick