

Acolyte Instructions – August 2011

HOW TO BE AN ACOLYTE OR CRUCIFER HERE AT GRACE

You are joining the ranks of those who have helped with the worship service since the year 250A.D. The word acolyte means companion or one who helps. This is what you will be doing as an acolyte here at Grace. You will be a helper to Pastor. It is imperative that you take the time on your Sunday to be at your best. Some Sundays there may be an acolyte and a crucifer but there will be more Sundays that you will be alone. Pastor will answer any questions and direct you to your duties if you need help.

1. Arrive at least 15 minutes before the service begins.
2. Get dressed and let Pastor know you are there.
3. Pray with Pastor, assistant minister and prayer leader.
4. Ensure the candle lighter has enough taper or wick to do the job.
5. Lead the procession when Pastor directs - make sure assistant minister or usher has lighted the candle lighter for you.
6. Take deliberate steps towards the altar - not too fast.
7. Pause a couple paces before the altar, take a slight bow in reverence.
8. Light the right hand candle first, then the left. Extinguish the candle lighter after all candles have been lit.
9. Take a seat in the front row leaving room for the Pastor and Assisting Minister. Place the candle lighter under the chairs so that it does not trip anyone.

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10. Assist with the offering.
 - a. After the sharing of the peace pick up the offering plates behind the altar and stand in front of the altar. The ushers will then come forward where you will give each usher an offering plate. You will retain one offering plate to receive the attendance sheets. As the ushers distribute the offering plates down each row follow behind them to collect the attendance sheets. The attendance sheet should be at the end of each row.
 - b. After receiving all the attendance sheets wait at the rear of the sanctuary (with the ushers) until the anthem of the day is completed. When the Thanksgiving liturgy starts then proceed forward (along with the ushers) and hand the offering plate to the assisting minister. You may then take your seat in the front row.
11. Assist with communion.
 - a. Go to the altar to receive communion along with the Assisting Minister and Usher.
 - b. Take the communion tray with the glasses and stand between the Pastor and Assisting Minister in front of the altar. Each communicant will take a glass from your tray to receive the wine or grape juice.¹
12. During last song quietly pick up the candle lighter and wait for Pastor or assistant minister to give you a signal of when to go.
13. Bow slightly in reverence, light the candle lighter and extinguish the left candle first, then the right candle.
14. Wait for Pastor and assistant minister to line up and take deliberate steps toward the back of the church - not too fast.
15. Extinguish the candle lighter and hang up alb, belt, candle lighter.

¹ When your tray is empty go back to the stack of trays and get a new one with glasses. Sometimes you may be handed a new tray but if not it is okay to go get one yourself.

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DUTIES

You will perform the following duties as an acolyte:

1. Please arrive at least 15 minutes before the worship service.
2. Pray with Pastor, Assistant Minister, Pray Leader.
3. Lead the procession into the sanctuary.
4. Light the candles.
5. Assist with the offering.
6. Assist with communion (server).
7. Light the candle lighter and extinguish the candles.
8. Lead the procession out of the sanctuary.
9. Be a role model for the entire congregation.

You will perform the following duties as a crucifer:

1. Please arrive at least 15 minutes before the worship service.
2. Pray with Pastor, Assistant Minister, and Prayer Leader.
3. Get the cross from the stand on the altar.
4. Lead the procession into the sanctuary.
5. Put the cross in the stand.
6. Assist with communion (server).
7. Get the cross out of the stand and carry the cross.
8. Lead the procession out of the sanctuary.
9. Be a role model for the entire congregation.

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DO's AND DON'Ts

DO - Arrive ahead of time to serve.

DO - Wear the right size and length of alb for you.

DO - Listen carefully to Pastor for special instructions.

DO - Sit up straight and pay attention to the service.

DO - Carry the candle lighter carefully and the cross high and carefully.

DO – Find a substitute whenever you are unable to serve on your assigned Sunday.²

DO - Use the restroom and wash your hands before serving.

DON'T - Be late.

DON'T - Chew gum or eat during the service.

DON'T - Touch the communion glasses or rearrange them.

DON'T - Turn around to talk to your friends during the worship service.

DON'T - Twirl or mess with your belt.

DON'T - Be rude to your friend(s) who will have to take your place if you are not there to serve.

² Update the Worship Ministers assignment sheet with the substitute's name. If a substitute cannot be found inform the Worship & Music council person.

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TOOLS OF AN ACOLYTE AND CRUCIFER

Alb - The robe you wear while performing your duties (make sure to pick a robe that covers you to mid calf or lower).

Cincture - A rope belt around the waist over your alb (check the church season calendar to put on the right color of belt).

Candle lighter - It is used to light and extinguish the candles.

Taper - A long waxed wick that fits into the candle lighter.

Processional Cross - Cross that is sometimes carried to lead processions in and out of the sanctuary.

WHERE IS EVERYTHING KEPT?

Albs or robes are hung behind the main office door.

Cinctures or belts are hung behind the office door, more are kept in the small room off of the main office, behind the door.

The candle lighter is hung behind the door in the small room off the main office.

The church season calendar is kept on the same wall the cinctures and candle lighters are hung on in the small room.

The tapers or wicks are also kept in the small room off of the main office.

Please use the small room off the main office as a dressing room.

Thank you for serving as an acolyte or a crucifer here at Grace Lutheran Church. Your service is much appreciated.