



Instructions for Acolytes

*Please use the following guidelines to assist your Ministry –
carrying the Light into our Worship and into the World.*

PREPARATION Be at the church at least 10 minutes before the service begins. Robes are in the closet in the Volunteer/Work Room. Make sure there is adequate wick in the candle-lighter. Check with Pastor David for any special instructions.

LIGHTING THE CANDLES For most services: When the prelude music begins you will light the candles. If there is a **Baptism**, light the paschal candle (beside the baptismal font). Remember to walk toward the altar showing you are in the presence of **Someone** who is *really* important and is glad to see you! If you are **solo** it is suggested you light the left candle first, then the right. After the candles are lit, move to our seats. Place the candle-lighter on the stand.

PROCESSIONS For some services with a special procession, you will carry in the candles, entering as the people begin singing the first hymn. **If we carry the Cross** – the cross always goes first. Check with Pastor David for details. When you have placed the cross or candles in their holders, go to your place, **but do not sit down** if the congregation is standing.

BAPTISM At the proper time, go with the pastor to the Baptismal Font. Take the (smaller) candle out of its box. After the pastor has marked the sign of the cross on the person being baptized, light the candle from the paschal candle and give it to a parent or sponsor as indicated.

OFFERING As the hosts are bringing the offering, go with the pastor to the front of the altar. One acolyte will receive the offering plates and place them on the altar, right side (near the altar book). The other acolyte will receive the Bread, plate or Flagon (with the wine). Carry that to the altar and give to the pastor when he/she/they can take it. Return to your places.

COMMUNION When we have prayed the Lord's Prayer and the pastor has given directions, come forward to receive communion with the Assisting Ministers and the Hosts. Try to be the last person on the left (facing the congregation) side. When you have received your wine, one of you will go to the credence table (the table at the back of the platform) take an empty tray, and receive the used glasses. Continue to receive the empty glasses. Always stay at least three or four persons behind the Assisting Ministers. Be sure to hold the tray at a level so it is easy for the persons kneeling to place their glass in the tray. When a tray is filled with the glasses, place it on the credence table. There should be another tray there or on the altar. (Some may still have filled glasses.) When all have communed, you may return to your places.

EXTINGUISHING THE CANDLES Allow two or three verses of the final hymn for extinguishing the candles. Do this from the front of the altar. Remain by your candle until the other acolyte has extinguished hers/his, so you can walk out together. If there was a procession at the beginning, follow directions for departing, and handle the candle wax carefully.

Put the candle lighters in place and neatly hang up your robe.

THANKS FOR YOUR IMPORTANT MINISTRY.