

Acolyte Guidelines

Updated May 2018

When you are scheduled to acolyte at a service, arrive 10-15 minutes before the service starts and report to Mrs Robinson immediately upon arrival so she knows you are there and pick up a cross from the soundbooth. (Remember to return it after the service!) Also, please remember that you are a representative of the church and try to dress appropriately.

For the 9:30 Service:

Find the other acolyte and decide who will be lighting the candles and who will be putting them out. If you are extinguishing the candles go and sit in the "acolyte" seats at the front of the church to the right. Note: if there are already people sitting in these seats find Mrs Robinson and she will help you figure out where to sit. If you are lighting the candles wait in the narthex with the ushers.

For the 5:00 and 8:00 services:

There will most likely only be one of you. *If there are two follow the instructions for the 9:30 service.* If you are by yourself you will be responsible for both lighting and extinguishing the candles. Simply follow both of the directions listed below. You may want to ask your family to sit in the "acolyte" area so you aren't sitting alone.

Candles

Lighting the candles:

The ushers will light the wick for you and tell you when to go in - usually the second slide of the first song. Walk up the aisle and pause and bow when you reach the steps, then light the candles. You may light whichever one you want first. If the candle will not light don't panic - simply change the angle of the lighter and keep trying. If your flame goes out before you get the candles lit don't panic. Either go back to the narthex for the usher's to relight the flame or someone will come up to the altar to help you. Once both candles are lit slide the wick back to extinguish the flame and leave the altar the way you entered it, being sure to pause and bow at the bottom step. Go to your seat, slide the wick out slightly and put the lighter on the floor by the wall.

Extinguishing the candles:

During the second slide of the last song approach the altar. Pause and bow before going up the steps. Light the wick on your extinguisher and then put out the flame on both candles. If the flame does not go out don't panic - simply hold the "bell" a little lower and for a little more time until the flame goes out. Leave the altar the same way you entered, being sure to pause and bow at the bottom of the steps. Carefully leave the church down the aisle, trying your best not to blow out the flame. If it goes out don't panic - simply leave the sanctuary. When you reach the narthex slide the wick back to extinguish and slide back out slightly. Then put it away and return your cross to the soundbooth.

Christ Candle: (The BIG one) - you are not responsible for this candle in any way.

Holy Communion

Rail Communion

1. When it is time for communion, follow the communion assistants to the altar area where you will receive communion. One acolyte should stand on the left and one on the right of the communion assistants.
2. After you have had communion the acolyte on the right end of the line takes an empty cup tray and hands it to the first communion assistant in line who will pass it down the line, ending up in the hands of the acolyte at the other end of the line. That same acolyte on the right then picks up the other empty cup tray and keeps it.
3. Each acolyte will then follow after one assistant who is giving the communion wine and collect the empty cups from those at the communion rail. Hold the tray at your waist so it is easy for people to put their cup in the holder. You can ask other acolytes for tips on techniques for this. Note: Do NOT take any filled grape juice cups from the altar and carry them in your hand or in your cup tray for the communion assistant to use. The only thing you handle is the tray for the empty cups. If one of them asks you to do that, kindly tell them that you were told to not do that.
4. When your tray is full, turn and put your full tray near where it was originally sitting on the altar (stacking future trays). Then get another empty tray from the altar and continue collecting empty cups.
5. When you have finished collecting all the cups, put your tray on the altar and take your seat.

Intinction: (they dip bread into the cup - only for large services such as Easter)

1. When it is time for communion, follow the communion assistants to the altar area where you will receive communion. One acolyte should stand on the left and one on the right of the communion assistants
2. After you have had communion, the 5 assistants and the pastor will all take their places on the main floor, in front of the communion rail, 3 people on each side of the center. The first person on either side should be an adult who will be handing out the bread, the 2nd person on each side should be holding the wine goblet and the 3rd person on each side should be an acolyte, holding the goblet of grape juice - this means you will be standing the furthest from the center. The communicant will each be given a piece of bread and they will choose to dip it in either the wine or the grape juice. **If they dip it into the grape juice that you are holding, you should say “The blood of Christ, shed for you”.** Otherwise you just hold the goblet and smile as they pass by.
3. When communion is over you will return the goblet to the center of the altar and return to your seat. If you go down the center, through the middle of the communion rail, you should pause, face the altar, bow as mentioned before, and then walk to your seat.

Robes: For services using robes, go to the robe room (music closet) and put on a robe, a cross and cincture (rope). The youth robes are stored to the left of the robe rack. I am not aware of any “correct” way to tie the cincture. Just make sure it is knotted in such a way that it does not fall off. If you need help you can either find someone else wearing robes or Jessica Robinson. Note: robing only occurs at a few services, such as Holy Week and Easter, throughout the year and will be noted on the schedule. Please arrive a little earlier than usual to give yourself time to put on the robe. If you spill on your robe or if it smells, don't hang it back up. Please give it to Jessica Robinson so it can be cleaned.