

## GUIDELINES FOR ACOLYTES

### SCHEDULING:

All 7<sup>th</sup>, & 8<sup>th</sup> graders are scheduled for acolyting, lighting the candles and assisting the pastor at worship services.

All confirmation students will be scheduled for acolyte duties on Saturdays and Sundays. One acolyte is assigned for Wednesday worship. (See new schedule.) Special services also will require one or two acolytes.

Participation as an acolyte is expected of all 7th & 8th grade confirmands.

### BEFORE THE SERVICE:

Arrive 15 minutes prior to the start of the worship service assigned, along with your parents.

Go to the "Sacristy" room (right off the concourse area in hallway to choir room).

Check the chart posted of the different gown sizes. Choose a gown appropriate for your height. (Parents can help you with this.) Robes should be about 6-8 inches from the floor. Circle the rope around your waist twice and tie to the right side.

Check with the pastor for any special instructions about the worship service.

Pick up a candle lighter. Five minutes before the start of the worship service, light the wicks (1/2 inch of wick should be sticking out). If there are no candle lighters working, you may use a grill lighter. Light the candles. Extinguish the flame by sliding the taper back using the slider handle on the candle lighter. After the flame is extinguished, push the wick back out 1/2 inch. Hang it on the north wall behind the altar or place it on the floor or chair near you.

## DURING THE WORSHIP SERVICE:

Go to the front of the altar table to receive the offering from the ushers. Stay inside the communion rails if they are up. If there is special music during the offering, wait until that music is over before receiving the offering. If an offertory is used, go to the front as that is begun. Examples: "Create in me", or "Let the vineyards". Bring the offering plates to the table on the side.

At the beginning of the first verse of the sending hymn (final song), pick up the candle lighters (if using them), and put out the candles. Walk out together, side by side.

Remove the rope and robe and hang them up properly and fasten the neck so they don't fall off the hangers. (Parents – please help with this!)

**Parents:** Please note if there are any spots or repairs that need to be taken care of on the robes. Leave those robes hanging out with a note about the robe and what needs to be done.

## DURING COMMUNION:

When the pastor invites those who are helping with communion to come forward, that includes you. This is your time to receive communion before doing your job.

Then, take an empty basket and hold it out for the people to put their empty glasses in it. They will either be kneeling at the altar or passing by your "station".

## APPROPRIATE DRESS:

Wear clothing and shoes appropriate for leading worship in a sacred space that shows everyone you came to serve your King.

## COMMUNION HELPER GUIDE

1. Begin filling wine glasses 20-30 minutes before service time in the Sacristy.
  - Wine is in Sacristy refrigerator (additional supply is in boxes)
  - Put wine in dispenser.
  - Fill plastic glasses **1/3-1/2 full** (do not fill to the brim)
  - Fill 2 small glasses with grape juice (in refrigerator) and place in center of each tray.
  - **DO NOT** put glasses in the outside ring of the big trays.
2. Bread will usually be on the counter in the Sacristy or in the refrigerator. If not, check in the kitchen, either the counter, refrigerator, or freezer.
  - The bread is to be placed on the pottery plate stored in the upper cupboards and covered with a cloth. Place on altar table.
3. Put a VERY SMALL amount of wine in the pottery chalice – enough to cover the bottom of the cup.
  - Put the cloth over this and place on altar table.
  - NO small glasses are needed on the chalice plate.
4. How many trays to fill? This needs to be figured out each time. Each big tray holds 36 cups.
  - Saturday: 2-3 trays
  - Sunday: 5-6 trays total
  - Check the "history" chart on refrigerator wall as to the previous years' use.
  - As worship begins, do a quick head count and compare to number of glasses filled.
  - Place trays **on altar** with cover on each stack.

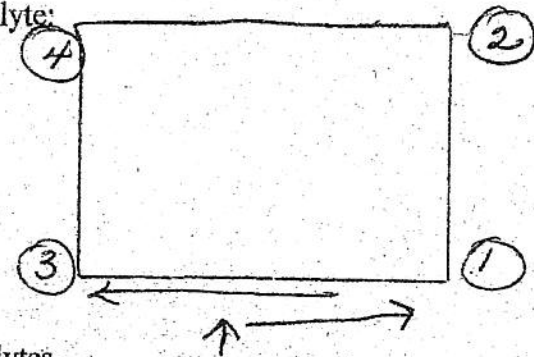
5. Place 1 (Saturday) or 2 (Sunday) silver baskets on table by altar platform. These are used by acolytes for collecting the used glasses. Line baskets with 3-4 paper towels or napkins.
6. During communion:
  - Come up first to receive communion along with the acolytes and other communion helpers.
  - Stand by the serving table during the distribution to hand out trays, etc.
  - Watch people with wine trays and as they run out, bring a full tray to them.
  - Carry all wine trays out to sacristy when communion is done.
7. **Leftover bread should be taken home and used or torn up and laid on the ground.**  
**Any unused little glasses of wine should be poured back into the chalice to be poured on the ground. Do NOT pour down the drain.**  
**Do NOT keep any wine from Saturday evening for Sunday.**
8. Throw away disposable plastic glasses after the service.
  - Wash ALL communion ware.
  - Write in number of trays used on history chart.
9. There is a light over the counter – switch is hidden on the west wall.

HELPERS DISTRIBUTING: Usually council members

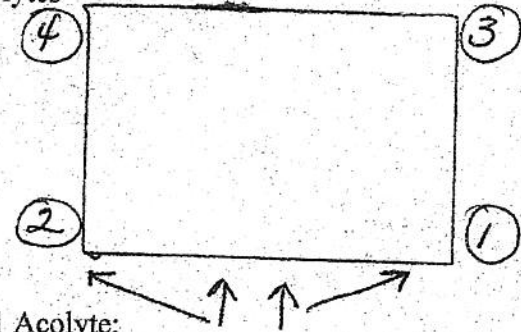
- Bread to people: "The body of Christ given for you." / Wine to people: "The blood of Christ shed for you."
- Bless children at each station. Place hand on child's head. Possible blessings: a) Jesus loves you. b) May God bless you. c) The blessing of almighty God, the Father, the Son, and the Holy Spirit be with you now and forever. Amen. Make sign of the cross with your thumb on the child's forehead.

## DIAGRAMS FOR THE ORDER OF LIGHTING/EXTINGUISHING ALTAR CANDLES:

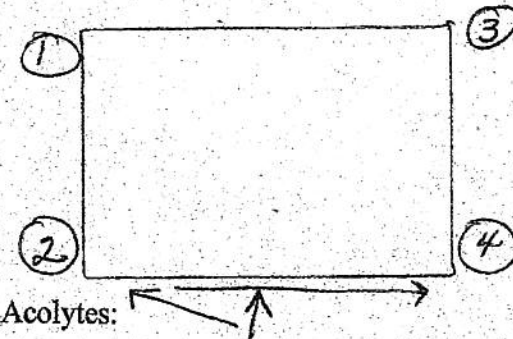
Lighting - 1 Acolyte:



Lighting - 2 Acolytes



Extinguishing - 1 Acolyte:



Extinguishing - 2 Acolytes:

