

## *Acolyte Manual*

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### *Terms and Definitions*

**Acolyte**- Follower or Attendant

When you acolyte, you are a key assistant to both Pastor, and the worship service itself. We as a congregation are very grateful for your service.

**Reverence**- Honor or respect felt or shown.

- While you are an assistant to the pastor, you are also still a worshipper. As such, you are to stay fully involved with participating with each aspect, such as standing and sitting, singing, praying, listening, etc.
- You are sitting upfront, which means everyone can see you. Because of this, we ask that you sit in a manner not distracting to others.

**Posture**- While acolyting, we ask that you pay attention to the following actions:

- **Standing**- Please stand straight, with your arms to your sides.
- **Sitting**- Please sit up, don't slouch. Keep your hands quiet.
- **Walking**- Hands to your sides, just as with Standing.
- **Bow**- Bend at the waist. Do **NOT** go too far forward, especially if you are holding the Candle Lighter. A few inches forward are all you need.

**Attire**- While being an acolyte, there are 2 things you will wear above your clothing:

- **Alb-** white robe that is kept in the Sacristy. Remember that there are 2 buttoned collars. The inner collar can be left un-buttoned if uncomfortable. Outer 2-Button collar **MUST** be buttoned at all times while wearing.
- **Cincture-** the rope you tie around your waist. Remember when tying: Hold out the looped end, and bring the end towards you on top of the rope. Have the looped end fall over the rope to create 2 loops, 1 per each side of the main rope. Pull the balled-up ends through both loops you have created, then tighten. Place the knotted portion on either hip (your preference).

**Your Clothing-** What you wear is between you and your parents. All that I ask is that you do **NOT** wear shoes that are not flip flops, crocs, or anything difficult for walking (we don't want anyone to trip). You are wearing a white robe, most of which are thick enough to not show what you are wearing. However, some of them are thinner and as such may show what's underneath. Take this into consideration when choosing your outfit and/or robe.

Please also keep in mind that the altar area is significantly warmer than the rest of the sanctuary, so you may want to take off sweatshirts or sweaters before putting on the robe.

### **Areas of the Church**

(These are listed so you gain a greater awareness of the worship space)

1. Narthex- Entryway to the worship space.
2. Nave- Place where people gather to worship (where the pews are).
3. Chancel\*- Space around the altar (to be expanded upon further).

4. Sanctuary- “Holy Place” where the altar is located.
5. Altar- “Table of the Lord”.
6. Sacristy\*\*- Storage place/where you get ready (to be expanded upon further).

### **Chancel\***

1. Altar and Cross.
2. Baptismal Font.
3. Altar Rail/Communion Rail (Separates the Sanctuary).
4. Lectern/Pulpit (where readings and Gospel/Sermon is read).
5. Crucifix.
6. Collection Plates- What is used to collect the offering.
7. Pew- Where you and Pastor Sit.
8. Missal- Service Book (rests on Missal Stand on Altar)
9. Candlelighter with Snuffer- (what I call the “Acolyte Stick”).
10. Torches, Altar Candles, Paschal Candle, Eternal Light- The names of all the candles you either light or light the Candlelighter off of.

### **Sacristy\*\* (Vestry)**

A room attached to a church where sacred vessels and vestments are kept. Where the clergy and acolytes keep and put on their robes. Ours is behind the Altar near the Baptismal Font. This is also where you enter the Sanctuary when you begin at the beginning of Worship, and where you go after you finish.

### **Types of Candles**

1. Paschal Candle- Largest, most decorated candle in the church. You will **never** light or put this candle out. If it is lit, you will light the Candlelighter off the Paschal Candle.
2. Altar Candles- The first candles you light that are on the altar.
3. Torches- The Candles by the Lectern. The second set of candles you light.
4. Eternal Light- This light is usually kept in the back and is kept lit at all times.
5. Advent Wreath- Only used during Advent, a ring of 4 candles with 3 of blue or purple, and 1 pink. The pink candle is first lit on the 3<sup>rd</sup> Sunday of Advent.
6. Tenebrae- Only used on Good Friday.

### **Actions**

#### **Lighting the Candles**

*\*\* Pascal Candle will be pre-lit on Sundays listed. On these Sundays you light the Candlelighter from this candle's flame. Otherwise, the Candlelighter will be lit in the Sacristy.*

When lighting the candles, do so following these steps:

1. After leaving Sacristy, approach the altar. Pause and bow in front of it.
2. (If Pascal Candle is lit, approach it and light the Candlelighter. If not, skip this step).
3. Light the Right Candle (Epistle).
4. Move to center, pause, and bow.
5. Light the Left Candle (Gospel).
6. Back up and return to middle. Pause and bow.

(walk forward at all time – not backward – so you can see where you are going)

7. Move to Lectern. Light Right Candle.
8. Light Left Candle.
9. Blow out the Candlelighter.
10. Hang up the Candlelighter and sit down.

### **Offering**

After the announcements, the Ushers will start collecting the offering. Afterwards, the Offering Hymn will be played. When this starts, stand up and get the offering plate kept behind the pillar near where you sit. Go to the steps, and wait for the Ushers to come forward with the offering collection plates. They will place them in yours. After receiving them, turn around, bow by the communion rail facing the Cross, then place the plate back where you got it.

### **Communion**

*\*If you have not taken your First Communion, Skip this section\**

When the congregation begins to sing “Lamb of God...” stand up and go to the altar. Pastor will serve you and any other assistants communion. Pastor will then give you the Grape Juice chalice. You will stand to the very right of pastor, and anytime someone comes up to you, you will hold up the chalice and say: “The Blood of Christ, Shed for you.” After the one side is done, you will shift over to the very left of pastor, and repeat. After everyone has come up, you will either be asked to return the chalice to the Altar and sit down, or go with pastor to help give communion to people who can’t come up. When this happens, you will stand with pastor, and they will dip the element (bread/wafer) into your chalice. You will not have to say anything. When pastor is done, they will take your chalice, and you will return to your seat.

**Baptism** (This is not every Sunday. Pastor will let you know in advance)

1. During the Baptism Ceremony, Pastor and you will walk towards the Altar, bow when facing it, then proceed to the Baptismal Font. The family will meet you there.
2. You will stand next to Pastor holding the binder they read from so that pastor has free hands.
3. Pastor will then place oil on the baby's head. Afterwards, you will go grab a candle that will be near the Pascal Candle, and light it from there. You will then give the lit candle to whichever parent is NOT holding the baby.
4. Once it is over, you can return to your seat.

### **Extinguishing the Candles**

When putting out the candles, do so following these steps:

1. When the Postlude begins (closing song; no one sings; Pastor has walked to the Narthex) Stand up and grab the Candlelighter.
2. Walk up to the Lectern and first extinguish (Put out) Left Candle.
3. Extinguish Right Candle.
4. Walk up to Altar. Pause in front and bow.
5. Extinguish Left Candle (Gospel).
6. Move to middle. Pause and bow.
7. Extinguish Right Candle (Epistle).
8. Back away from Altar, pause and bow.
9. Return to Sacristy. Hang up Candlelighter and your robes.
10. *Wait for the music to stop*, and then you are done!

\*As stated in the "Lighting of the Candles", if Pascal Candle is lit, **DO NOT EXTINGUISH!!!**