

# ACOLYTE INSTRUCTIONS

## Downtown Services

1. Arrive 15 minutes before the start of worship. Upon arrival, check in with the pastor and assisting minister. You may put your coat and Sunday School materials in the back office area.
2. Find a robe. You may need to use the rope belt to adjust length of the robe.
3. Check to make sure the offering plates are not on the shelf behind the altar. If they are, take them down the side aisle to the ushers in the back.
4. Get bulletin and hymnal(s) needed.
5. Check bulletin to see if there is a baptism. If yes:
  - a. Fill baptismal font with warm water.
  - b. Light the Pascal candle.
6. Light the Pascal candle every Sunday from Easter to Pentecost (pastor or worship assistant will remind you).
7. Light the candles on the altar during the first song.
8. After prayer with pastors, follow the pastor to go in and sit down. The acolytes usually sit on the pew behind the lectern.
9. Use your bulletin and worship book to follow the service, standing, sitting, and singing where appropriate.
- 10.. AFTER OFFERING:
  - Go to altar rail.
  - Take offering plates from ushers when they arrive.
  - Return plates to back altar and return to your seat (remain standing for the prayers).
11. AFTER LORD'S PRAYER:
  - Move toward the altar. There you, the pastors, and the communion servers will take communion.
    - 8 and 9:15 worship: Take seat on pew behind lectern.
    - 10:30 worship: The pastor will hand you an extra tray of wine or the host box. Take it and stand in the middle of the chancel, on the same level with the pulpit and lectern, facing the congregation.

When one of the servers runs out of wine, they will turn to the acolyte holding the extra tray and exchange their empty tray for your full one. At that time, take the empty tray back to the altar and pick up another full one and stand again, facing the congregation.

If you are holding the host box, the pastor or assisting minister will come to you to get more wafers if they run out. If there is not enough bread or wine on the table, you can go to the sacristy where there will be extra filled trays.

When communion distribution has ended, the acolytes follow the pastor to the table on the left. Place your tray on the table and return to your seat. Remain standing.
12. During the closing hymn, when the pastors walk down the center aisle, you will extinguish candles.