

ACOLYTE INSTRUCTIONS

Downtown Service, 10:30 a.m.

1. Arrive 10 minutes before the start of worship. Upon arrival, check in with the pastor and assisting minister. You may put your coat in the back stairway area.
2. Find a robe. You may need to use the rope belt to adjust the length of the robe. The robe should land two to three inches above your shoes.
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. Place a bulletin and hymnal on your seat behind the lectern.
5. Light the candles on the altar during the prelude.
6. Go to the back of the sanctuary with the Assisting Minister. You will be carrying in either the cross, the ribbon banner, a candle, or the Bible.
7. Use your bulletin and worship book to follow the service, standing, sitting, and singing where appropriate. Remember, you are helping the congregation follow Christ in worship.
8. AFTER OFFERING:
 - Go to the altar rail.
 - Take offering plates from ushers when they arrive.
 - Return plates to back altar and return to your seat – remain standing for prayers.
9. AFTER THE LORD'S PRAYER:
 - Move toward the altar. There you, the pastors, and the communion servers will take communion.
 - 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 and exchange their empty tray for your full one. At that time, take the empty tray back to the side table and pick up another full one. Return to position facing the congregation
 - After communion, follow the pastor to the side table and place your tray on the table. Return to your seat but remain standing
10. During the first verse of the closing hymn, you will extinguish candles. Follow the assisting minister, take whatever you brought into the sanctuary back out, walking slowly and reverently