

# ACOLYTE INSTRUCTIONS

## **Downtown Service, 8:00 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. Every Sunday from Easter to Pentecost, make sure the Pascal candle is lit.
6. Light the candles on the altar during the prelude.
7. After prayer with the pastors, follow the pastor and assisting minister, reverence the altar, and then sit on the pew behind the lectern.
8. 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.
9. 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.
10. AFTER THE LORD'S PRAYER:
  - Move toward the altar. There you, the pastors, and the communion servers will take communion.
  - Return to your seat and sit for communion. Keep an eye on the pastor to see if he/she needs help with anything
11. After the first verse of the closing hymn, you will extinguish candles. Then return your candle lighters and robes to the closet.