

ACOLYTE GUIDE

BEFORE THE SERVICE

Arrive 10 minutes early

1. Take care of personal hygiene—go to the bathroom, spit out gum, comb your hair, etc.
2. Find a robe - it should fall mid-shin. *Wear lightweight clothing - it will get warm in the robe.
3. Check with the Pastor for special instructions.

Candle-Lighter

1. The candle-lighter is located in the Sacristy (hanging by the robes).
2. Check the wick to make sure there is enough oil (light it briefly to check).
3. The matches or fire starter are located in the Sacristy cupboard. The Pastor will light the candle-lighter.
4. Hold the candle-lighter in front of you, tipped slightly forward with the flame pointing ahead of you and the bell of the candle pointing towards you.

AT THE BEGINNING OF THE SERVICE

Light the Altar Candles (during the Prelude)

1. Walk slowly to the center of the altar. Pause for 5 seconds in front of the altar to show respect / say a short prayer (This is called “Reverence the Cross”).
2. Walk slowly to the candle. If you are the only acolyte, light the candle on the left first.
3. Blow out the candle-lighter.
4. Hang the candle-lighter on the metal ring on the back wall and walk slowly to your seat.

Pascal Candle

**If there is a baptism, light the Paschal candle by the Baptismal Font. Light the Paschal candle *after* you light the altar candles.

DURING THE SERVICE

Children’s Sermon

When the children’s sermon is complete, take the basket of goodies from the front pew and stand off to the side, offering it to each child. Once each child has taken something, return the basket to the front pew and return to your seat.

Offering

1. When the organist begins playing the Offertory (after the ushers have received the day’s offering), stand in the center aisle and wait for the ushers to bring the offering forward.
2. Receive the offering plates from the ushers and bring them to the Pastor.

AT THE CLOSE OF THE SERVICE

Extinguish candles

1. As the Postlude is beginning, go forward to get your candle-lighter. Point the bell away from you. Again, pause in front of the altar.
2. Extinguish the candles in the reverse order that you lit them. Begin with the left candle. NOW WAIT. Remember to light your taper from the right candle and then extinguish the candle. (We do this to signify that we are carrying the light of Christ into the world).
3. Extinguish the candles with great care. Try not to let the bell touch any part of the candlesticks. Remember - do NOT hold the bell over the altar linens (paraments).
4. Blow out the lit candle-lighter when you get back to the Sacristy.

WHEN THERE IS A BAPTISM

1. Make sure the Paschal candle by the baptismal font is lit.
2. Check with the Pastor to see if your assistance will be needed during the baptism.

****NOTE:** You will extinguish the Paschal candle at the end of the service.

SPECIAL SERVICES

ADVENT

1. During the 4 weeks of Advent (before Christmas), we place an Advent wreath in the sanctuary. The Advent wreath holds 5 candles.
2. Pay close attention during the lighting of the Advent Candles. The Pastor or a reader will tell the story and/or offer a prayer. When he/she says to light a candle, you light a candle.
3. When lighting Advent candles, think of a clock and light them in this order.

Week 1 Light the blue candle in the 3 o'clock position.

Week 2 Light the blue candles in the 3 and 6 o'clock positions.

Week 3 Light the blue candles in the 3 and 6 o'clock positions
and the pink candle in the 9 o'clock position.

Week 4 Light the blue candles in the 3 and 6 o'clock positions, the pink candle in the
9 o'clock position, and the blue candle in the 12 o'clock position.

****The center candle is white—it is lit on Christmas Eve.**

NOTE: After the first week, always light the shortest candle first. Extinguish the Advent candles in the reverse order in which they were lit.

CHRISTMAS EVE

1. The candle in the middle of the Advent wreath is called the Christ Candle. On Christmas Eve, light it first before lighting the other candles.
2. The Christ Candle is extinguished after the congregation leaves.

CHRISTMAS THROUGH THE SEASON OF EPIPHANY

****During the Christmas and Epiphany seasons, the Paschal candle remains near the altar and is lit each week AFTER the altar candles have been lit.**

EASTER

The Paschal candle is the largest and most decorated candle in the church. It is placed by the altar and is lit for Easter Sunday and throughout the Easter season (7 weeks).