



GRACE EVANGELICAL LUTHERAN CHURCH
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Acolyte INSTRUCTIONS

Acolytes assist the pastor and the assembled congregation lead worship by serving as helpers. Traditionally their task was to light candles or carry light torches. In many churches and here at Grace your role is to fulfill certain tasks that allow the assembly worship God together. Your active participation and contribution expresses that all believers are priests, or ministers of God.

*“The Lord is God, and he has given us light.
Bind the festal procession with branches,
up to the horns of the altar.”
(Psalm 118:27)*

QUICKSTART GUIDE:

1. Light candles
2. Carry the processional cross
3. Help gather and receive the offering
4. Collect communion cups

BEFORE THE SERVICE

- ✠ Arrive 15 minutes before service!
 - Look over the service in the bulletin (a copy is on your seat on the left front pew) to note the theme and anything special that day.
- ✠ Go to the sacristy area behind the altar.
 - Pick up a Worship Reflection form and place it with a pen on your seat.
 - Check wick in lighters (replace if necessary).
- ✠ Select proper length alb (white garment) in the closet, and put it on with cincture (rope) and cross (2nd drawer from the right).
- ✠ Pastor and other worship servers arrive ca. 5 minutes before service for any special instructions and a prayer before you light the candles.

LIGHTING CANDLES

- ✠ Go up to the altar and light both candles.
- ✠ Extinguish flame in lighter and push wick back up. Place lighter on hook on left wall.
- ✠ Go to the back to pick up the processional cross.

PROCESSION

- ✠ When carrying the processional cross:
 - pick up the cross in the parlor;
 - stand in front of the baptismal font;
 - lift up the cross high above the head, and after singing begins for the entrance hymn walk forward (with moderate speed – not too fast or slow);
 - walk up the first step and turn to stand facing the congregation;
 - remain there until pastor and other ministers have bowed in reverence;
 - then turn and walk around the altar to place the cross in its stand.

(over)

- † At the close of the service:
 - when the pastor indicates (at the beginning of the 2nd last stanza) come up to take the cross;
 - walk forward between the communion rails and start down the center aisle;
 - stand in front of the baptismal font, facing the congregation, until the all people say: “Thanks be to God.”;
 - then place the cross back in its stand in the parlor.

DURING THE SERVICE

- † You are helping lead worship: Participate actively in the service!
 - Stand, sit and kneel at the appropriate times, follow service in the bulletin, sing hymns, pray along, listen to the sermon, and complete your worship reflection.
 - Assist the pastor, other servers, and worshippers as needed.

OFFERING

- † After the Sharing of the Peace, go around left side of the altar into the Sacristy.
 - Take the offering plates from the counter top.
 - Return to the first step between railings and stand facing the congregation.
 - Wait for all ushers to come forward and then hand the plates to them (middle, then outside ushers). Return to your seat.
- † After the offering music, return to the altar step and stand facing the congregation.
 - Take plates from ushers (from outside to center), placed on top of each other.
 - Turn and put stacked plates in the front center on the table. Return to your seat.

COMMUNION

- † After the Lord’s Prayer and the invitation to communion come up to be communed.
 - Kneel at rail or walk past servers, receive pre-filled cup or use empty cup for pouring.
- † After communing, place your cup in an empty tray and position yourselves with it at the side wall near the front pews to collect used cups.
 - A family member or other volunteer may collect cups on the other side. When only one side is communed at a time you may need to switch.
 - Follow pastor and assistant when people receive communion in their pew.
- † After all have communed, return tray to the table and be seated.

BAPTISM

- † During a Baptism, acolyte duties include:
 - lighting the Christ/Paschal candle at the font before the service;
 - pouring water into the font from a pitcher when indicated;
 - holding the worship book or bulletin for the Pastor;
 - assisting the pastor as needed by providing items needed for toweling the baptized, anointing with oil, or lighting a gift candle.

EXTINGUISHING CANDLES

- † After returning the processional cross to the parlor, take the lighter from the wall hook.
- † Go to up to the altar and extinguish both candles. Extinguish lighter flame and push wick back up.
- † Return lighter to the sacristy.
- † Put away the necklace cross. Hang up your alb and cincture. Submit your completed worship reflection outside the church office.

Thank you for your service in helping us worship God the Father, Son and Holy Spirit!