

GUIDELINES FOR ACOLYTES

“PASTOR’S ASSISTANT”

YOU ARE IMPORTANT!! PREPARE YOURSELF TO SERVE. Here are some things to remember about being an acolyte (or pastor’s assistant). You will light candles, ring the church bell, collect offering plates, and help with baptisms. You will be put on an acolyte schedule. If you can’t acolyte, call someone to switch with you. Thank you.

1. Arrive at least 15 minutes before the service you are scheduled to acolyte. This is very important!
2. Find the pastor and tell her you’re here to acolyte.
3. Get a white robe, cross and long rope, in the sacristy (back room in sanctuary)
4. Participation in the pre-service prayer in the sacristy (back room of sanctuary) is encouraged.

Lighting Candles

1. Light the candle-lighter in the back room (sacristy).
2. Walk out from the sacristy to the center of the aisle. Face the altar and bow.
3. Go behind the altar and light both candles on the altar.
 - a. Light the three communion candles in back of the altar.
 - b. If there is a baptism, light the tall baptismal/Christ candle.
4. Extinguish the candle-lighter by pulling down the little lever, then push it way out so the wick doesn’t melt inside the candle-lighter.
5. Put candle lighter under your pew until the end of worship.

Ring church bell (before worship starts)

1. When the prelude music ends, go to the sacristy and ring the church bell 7 times (Pastor will tell you when to ring the bell).
2. Sit back down.

Baptism (occasional) You get to help with baptisms! This is very special.

1. Pastor will let you know if there is a baptism.
2. When it’s time, go to the baptismal font with Pastor.
 - a. Get the pitcher of water and wait to pour it into the font (Pastor will tell you when to pour it).

Offering time

1. Go to the center of the aisle when the pastor announces that it is time for the offering.
2. Stand facing the congregation and wait.
3. The ushers will bring you the offering plates.
4. Take the plates, turn around, bow in front of the altar.
5. Place the offering plates on the little wooden shelf coming out of the wall.
6. Go back to your seat.

Communion

1. Take communion with all the communion helpers.
2. Watch the communion trays during worship. Replace the trays as needed. Place the empty tray on top of the side tray (where people put used communion cups).
3. Fill the chalices with wine, or juice, if the communion servers ask. Get the wine from the flagon on the altar.

End of the service

1. When pastor leaves, get your candle lighter from under the pew.
2. Face the altar and bow.
3. Extinguish the candles in the same order you lit them.
4. Walk to the back room (sacristy) put the candle lighter, cross and robe away (hang robe on hanger please).

Thank you for your participation. A schedule will be mailed to you. Please arrive at least 15 minutes before worship begins. If you can't acolyte on a particular service, please try to switch with someone and call Anita at the office and let her know (763-6570).

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