

Acolyte Training 2021

Acolyte = from Greek word “akolouthos” meaning server, companion, helper (Goes back as far as young Samuel helping the priest Eli.)

We use reminders/symbols to worship God:

Cross reminds us to follow Jesus.

Candles remind us we need God’s light and/or to take light into the world.

Bible reminds us of God’s words.

Responsibilities/Commitment:

- Remember when you’re assigned; find your own substitute. (Parents will get a reminder email.)
- Wear vestment. (Wear respectful clothing/shoes.)
- Serve with reverence; it’s a privilege. (Shows gratitude & respect)
- Be on time. (Arrive 20 mins. before church)
- Prepare the church. (Candles, Gospel, bells)
- Participate in service. (Stand, sing, pray)

Vestments:

- Use size chart to remind you what robe/alb to wear.
- Belts/cinctures have red marks on them. Tie the knot on the right.
- Cross necklaces are hanging on the board.

Church Preparation:

- Gospel needs to be in back of church.
- Candles need to be lit. If alone, bow in front of altar, light right side/Epistle side of the altar first from cross/inside to outside. Then, light the left side/Gospel side candles the same way. Bow before altar before lighting candles in the chancel, lighting the

right side/Epistle side first. If in a pair, bow together, begin lighting altar candles from the inside to the outside. Try and do this at the same time. Then, bow together before going to the chancel. (The Gospel side should never burn alone.)

- If enough acolytes for torches, acolytes will bow in front of altar, retrieve both torches, and walk together down the aisle to the back of church; they will be lit there.
- Priest and acolytes will pray before going to the back of the church/Nave.
- Bell is rung about 7x 3 -5 minutes before service starts.

Procession:

- Begin walking when the singing starts in this order:
Crucifer/Cross (hold with one hand below and above brass center, slightly above head), Torches (keep at the same height), Gospel (hold high, facing forward), Priest
- Walk slowly.
- Crucifer will bow at altar step, and put cross in the holder and clasp. Wait for Crucifer to bow and move before bowing in chancel and going to seat. Gospel will bow at altar step before placing book to stand, slightly open, on the altar, and again before going to seat. Torches will bow and place candles in holders.

Readings:

- Lay readers read from the Gospel side. It will be marked in the Bible or you can use the larger printed bulletin.
- Lay readers need to have practiced reading and use a clear, slow voice to introduce scripture, read scripture, and close with “The word of the Lord.”

Gospel Procession:

- As the Gospel hymn begins, the priest will signal what verse to move for the reading.
- Crucifer will get the cross, bow at the altar, and wait for the Gospel to follow down the aisle.
- Gospel carrier will bow before altar, get the Gospel off of the altar, and follow Crucifer/cross down the aisle. At the same time, if there torches are used, acolytes will retrieve them from both sides and wait for the cross.
- Crucifer will stop half way down through the church/Nave (or to the handicapped space) and turns around facing the altar. The cross can be set gently on the floor during the reading.
- Gospel carrier turns around at stopping place, hands book to priest, so priest can open with ribbon marker. Then, Gospel is held from the bottom, against chest to keep it still, while priest reads.
- If torches, they stop, turn, and stand evenly on either side of the Gospel.
- After reading, Crucifer/cross goes first, back to the altar while others follow. Everyone bows at altar upon return to the chancel.
- Crucifer puts the cross in the holder.
- Gospel carrier lays the book back on the altar, and bows, before and after, at the altar.

Holy Communion:

- Crucifer and priest will bow at altar before going to the altar.
- Lay Reader/acolyte will accept sacraments and/or offertory plates by standing and waiting on top steps. After accepting gifts/plates, bow before altar and place on altar.
- Lay Reader/acolyte will add kneelers to the rail, then close and lock the altar rail. Then, the Lay Reader will move to the right side of the altar.

- Crucifer will get the chalice from the credence table and put on the altar while taking the corporal cloths off the altar.
- Crucifer will take the glass stopper off the cruets of wine and water, and put them on the altar with the handles facing the priest. After the priest uses both, the wine cruet goes back to the credence table.
- Crucifer goes back to the altar with the water bowl/lavabo or sanitizer, and towel to wash and dry the priest's fingers. Put the towel over your left wrist; hold bowl in left hand; pour the water with your right hand. Bow if priest bows to you.
- Crucifer and Lay Reader/acolyte join priest at the altar during communion prayers.
- Crucifer and Lay Reader/acolyte hold up wine chalices when priest says, "The gifts of God for the people of God."
- Priest will give communion to acolytes and him/herself before administering to parishioners at the rail.
- At the rail, the priest will give the bread, and the acolytes/Lay Eucharistic Ministers will give the wine. One chalice will be used for intinction, and the red Apostles chalice is for drinking. (Remember to wipe the cup and then turn the cup after each communicant.)
- If some of the bread drops, the Lay Eucharistic ministers may inconspicuously pick it up, or it can be left and the Altar Guild will take care of it.
- After the altar rail is empty, the rail needs to be unlocked by an acolyte, and priest and crucifer will go into the Nave to give anyone communion who could not come to the altar rail.
- After returning to the altar, acolytes will place chalices on credence table and remove all of the communion dishes from the altar.
- After the post communion prayer, priest will hand the liturgy book to Crucifer to place on credence table.
- Priest and acolytes will go to the front of altar, bow, and return to seats.

Recessional:

- During the final hymn, the priest will signal what verse to begin recessional.
- Crucifer retrieves cross, bows at the altar, and turns to begin leading recessional.
- Lay Reader/acolyte and priest bow at top of the stairs and follow the cross out.
- After hymn and blessing, the cross is put on the wall. Acolytes return to vesting room from the outside, with torches if used, and get candle lighters to extinguish candles. Start with the altar candles. If alone, put out the left side/Gospel side first, then the right side/Epistle side. Next, put out the candles behind the altar in the opposite order you lit them (start from the outside in), on the Gospel side first. If in a pair, put out the candles at the same time on the altar and then behind the altar, starting from the outside in. Finally, put out the paschal candle if there is one.
- Hang up candle lighters and vestments. (Dirty vestments go in the basket.)

Thank you for helping with our worship service!