

ACOLYTE INSTRUCTIONS:

7:00 p.m. special service

CANDLE LIGHTING

1. Try to be in the narthex by 6:45p.m. Let Pastor or Caitlyn know you're here.
2. Before the prelude music begins, make sure:
 - a. There is a hymnal and bulletin at your seat. If not, get one.
 - b. You have a robe that fits. Hem should be below your knees, above your shoe tops.
 - c. You have a cincture (rope) that fits. Double the rope and make sure there's enough to tie the knot. There shouldn't be so much left that you can trip on it. Put on your descending dove.
 - d. There are matches or a working lighter. Check out the wick in your candle-lighter. Make sure it's long enough and that it slides freely.
3. Unless you're told differently, when the prelude music begins, come out to light the candles.
4. Carry your candle-lighter flame up and bell down. If right handed, hold the handle in your right hand with your left hand on the slide. If left-handed, the other way around.
5. Walk single file outside the altar rail to the opening, reverence the cross and go inside.
6. If there is only one acolyte, go around the altar on the left and light those two candles first from the cross out; then light the seven candles from the cross out. If there are two of you, each goes around his or her own side. The person lighting the left side will need to wait on the person lighting the right side so you finish together.
7. Go back out the way you came. Reverence the cross (If there are two of you, turn the same way, and don't bang each other with your candle-lighter!) and go to your seats.
8. Put the candle-lighter in the holder behind you.

OFFERING

1. Go get the plates while the peace is being passed.
2. Take the plates to the center, reverence the cross, then bring them down to the ushers.
3. Take the larger holding plate back to the table, and sit down.
4. As the Offertory Verse begins, take the holding plate from the table, go to the center and reverence the cross.
5. Go back down the stairs and the ushers will place the offering plates in the holding plate.
6. Go back up the steps, face the cross and lift the plates (symbolically offering them to God), then take the plates to the table and be seated.

instructions continued on back...

COMMUNION

1. After the Lord's Prayer, when everyone is seated, come to the communion rail.
2. After you have received communion, move the plates with gluten-free wafers to the front corners of the altar so that the pastor can get to them easily if needed.
2. Then go pick up a grape juice tray.
3. If there is only one of you, stand in front of the altar so that the wine deacons can take grape juice from your tray.
4. If there are two of you, each should stand near the front corner of the altar on each side and pay attention to wine deacon on your side so that they can easily get the grape juice from you.
5. If you run out of grape juice, take a glass from the other acolyte (if there is one). If you both run out, carefully pour more from the small pitcher. If there's none left, tell one of the deacons.
6. When all have communed, return your tray to the altar and be seated.

EXTINGUISHING CANDLES

1. When Pastor and assisting minister leave the front, go to the center opening in the altar railing with your candle-lighter and reverence the cross.
2. Enter through the opening in the communion rails, reverencing the cross first.
3. If there are two of you, go around both sides of the altar; if one, go on the right side first.
4. Extinguish the candles from the outside to the cross. If just one of you, the right side first, then the left. Otherwise, the acolyte on the left should wait for the one on the right to finish.
5. Go back through the opening, turn together, and reverence the cross. If there are any other candles (Paschal candle, Advent candles) extinguish them now.
6. Carefully put away your candle-lighter, robe, and cincture.