





Acolyte Duties/Responsibilities

SUMMARY

-  Light and extinguish candles.
-  Assist Pastor with children during children's sermon to ensure their safety (crowd control).
-  Receive the offering plates from ushers.
-  Assist with Holy Communion.

BEFORE THE SERVICE BEGINS

1. Be in the church sacristy 10 minutes before your scheduled service time.
2. Put on robe (appropriate length should come to just about your ankles) and waist "rope" (cincture) in sacristy. Make sure that the color of your "rope" (cincture) matches the color of the altar hanging. Place the knot of the "rope" (cincture) over left hip.
3. Light the candle lighter and enter chancel from sacristy when the organist begins the prelude.
 - a. Reverence the altar (bow at the altar).
 - b. The first candle to light is the one on your **RIGHT** when facing the altar. Pause in front of the cross.
 - c. The second candle to light is the one on your **LEFT** when facing the altar. Pause in front of the cross.
 - d. Proceed to the lectern and light both candles at the lectern.
 - e. Return to the altar and reverence the altar (bow). Before you move, check to see that all candles remain lit.
4. Hang the candle lighter on right hand wall (when facing the altar) in the space provided.
5. Be seated in the front right side pew as you face the congregation.

DURING THE SERVICE

6. Assist Pastor with children **during children's sermon** to ensure their safety (crowd control).
7. Participate in all aspects of the worship service.

OFFERING

8. When the organist begins the offertory, walk to the altar and pick up the large offering plate.
9. Receive the offering plates from the ushers from right to left as you face them.
10. Place the offering plates on the altar and stand near the lectern. Face the altar for prayer, and then return to your seat when the offering prayer is concluded.




HOLY COMMUNION

11. Walk with the crucifer and stand in front of the altar with the communion assistants to receive Holy Communion.
12. If you have not made your 1st Communion, cross your hands over your chest when the Pastor is distributing the bread and wine. Pastor will give you a blessing.
13. With the crucifer place one tray of grape juice on each of the stands next to the railings.
14. Be seated in your pew and be alert for any assistance the Pastor may ask.

AT THE END OF THE SERVICE

15. After last hymn, the deacon will give the dismissal (often *Go in Peace. Serve the Lord*). When this is completed, extinguish all the candles.
 - a. Reverence the altar (bow at the altar).
 - b. Proceed to the lectern and light both candles at the lectern. Use the small candle snuffer in the lectern to extinguish these candles.
 - c. The first candle to light is the one on your **LEFT** when facing the altar. Pause in front of the cross.
 - d. The second candle to light is the one on your **RIGHT** when facing the altar. Pause in front of the cross.
 - e. Finally, extinguish the Christ Candle if it is the last service of the day (11:00 AM or 9:30 AM).
 - f. Return to the altar and reverence the altar (bow). Before you move, check to see that all candles remain lit.
16. Walk to the sacristy door and exit the chancel.
17. Hang your robe and belt neatly in the cabinet. Place the candle lighter on the wall in the sacristy in the space provided.

THE CHRIST CANDLE

-  Check with Pastor or the Head Usher to see if you should light or extinguish the Christ Candle.
-  If there is a **Baptism** or if it is the **Christmas** or **Easter** season, light the altar candles and the candles by the lectern. Then take your flame to light the Christ Candle.
-  Leave the Christ candle burning at the conclusion of the 8:15 AM service. The Christ Candle is extinguished after the 11:00 AM (9:30 AM during the summer) service is finished.

IF YOU CANNOT SERVE WHEN SCHEDULED...

If you are unable to serve on your assigned date and time as an acolyte, you must call another acolyte to switch dates or substitute for you. Then please call the church office (585-872-5180) to make the change in the bulletin. Please be considerate of others and get a replacement to assist with worship on your assigned date if you cannot serve.