

ACOLYTE GUIDE

BEAUTIFUL SAVIOR LUTHERAN CHURCH

1ST DRAFT May 4th, 2013

**BEAUTIFUL SAVIOR LUTHERAN CHURCH
ACOLYTE
DUTIES & RESPONSIBILITIES**

“Serve ..not by the way of eye-service, as people-pleasers, but as servants of Christ, doing the will of GOD from the heart, rendering service with a good will as to the Lord and not to man, knowing that whatever good anyone does, this he will receive back from the Lord, whether he is a servant or is free” (Eph. 6:6-8)

PRE-SERVICE DUTIES

- Arrive at church at least 10 minutes prior to start of Worship Services.
- Tell the Ushers that you will be the Acolyte for this Worship Service.
- Go to the Sacristy and put on you Vestments.
- Wait for Pastor to arrive.
- Receive instruction from Pastor as to any special duties that the Acolyte will be asked to perform this day.
- Take the Candle lighter/extinguisher with you and proceed to the Narthex.

SERVICE DUTIES:

- Light the wick on the Candle lighter stick when the First Hymn is being sung.
- Proceed down the centre aisle with the Candle Lighter lit, held with both hands, and the light is to be held up above your head.

- Bow before the final step on to the Altar Area.
- Light the Altar Candles first, first the one on the left, then the one on the right, than light all other assigned Candles.
- Extinguish the wick, by pulling back the wick into the candle lighter.
- Step down from the Altar area turn and bow.
- Proceed to your assigned bench seat, place the Candle lighter in an upright position, within arm's reach. Remain standing.
- Open your Hymnal and sing the processional Hymn with the members of the congregation. Follow the order of service assigned to this worship service. Sit and stand as the worship members do.
- Action to light the Gospel candle. With the completion of the reading of the Epistle, "Thanks Be To GOD", rise and pickup the candle lighter stick, bow and step onto the Altar Area. Light the Candle stick from either one of the Altar candles, proceed to the Gospel Candle and light the candle. Extinguish the flame on the candle lighter, step back to the bench, hold the candle lighter stick straight in your hands. When the Pastor ends the reading of the Gospel, and you hear the words " Praise to you O Christ" sung extinguish the Gospel candle. Walk back to your bench seat slowly holding the candle stick lighter nice and straight in front of you. Please be seated.
- Action in handling the offering plates. When Pastor announces we will now take the Offering, stand, bow before stepping on to the Altar area. Proceed to small table holding the offering plates, glance to the ushers proceeding down the centre aisle, count the number of Ushers, take the proper number of offering plates to the first step of the

Altar area. Hand them to the Ushers one at a time, bow to the Ushers, wait till the Ushers leave the front of the Altar, then proceed to your bench seat. When the Ushers are ready to return the Offering Plates to the Altar, walk slowly to the top of the first step, wait for the ushers to arrive, take the Offering Plates one at a time from the Ushers, stacking them in your hands. Bow to the Ushers, walk up to last step going onto the Altar, bow, carry the Offering Plates back to the small table. Exit from the Altar Area through the side rail opening, stepping down, turn and bow towards the Altar. Return to your bench seat, follow the Order Worship Services.

-Extinguish the candles when the congregation sings the Closing Hymn. Once the congregation begins to sing the second last verse, stand up, pickup the candle extinguisher. Go to the Centre entrance to the Altar Area, bow, step on to the Altar area. Extinguish the Candle on the right of the Altar first, and put out all other candles after both of the Altar Candles have been extinguished.

-Step off the Altar Area through the centre entrance, turn and bow. Walk down the centre aisle following the Pastor.

-Proceed to the Sacristy to place the candle lighter back in its assigned space. Remove your vestments and hang up your vestments on the hangar.

Thank God that YOU got a chance to Serve with HIM this special Day.

SOME GENERAL INSTRUCTIONS POSTURE

-When standing, stand straight and tall with head raised and shoulders back. Remember that standing straight is a symbol of the resurrection. For it is the posture of the living.

When seated, sit up straight and tall with head raised and both feet flat on the floor. Remember that legs are never crossed when one is wearing vestments. Each hand is placed on each knee, or folded in our lap when seated, unless a book is being held. Arms do not rest on the arms of the chair/bench.

When kneeling, rest upon both knees, keeping your back straight and your head bowed.

When walking, do so somewhat slowly, with grace and poise. Walk erect with your head raised. If you are to carry a cross, candle, candlelighter, it is necessary to keep each of them straight. When you walk and have nothing to carry, your hands should be clasped together above, never below the waist.

When bowing, a form of bowing is simply nodding the head slowly. When we approach the front of the Altar, and when we receive something or pass something to another worship leader.

Reference book “ACOLYTE HANDBOOK by Ralph R. Van Loon.