

### **Acolyte Responsibilities**

- Check the schedule (do not rely on a reminder), get a substitute if needed, and notify Mrs. Allin of the change.
- Attire - The point of being robed for serving at the altar is so that you blend into the background - if you are wearing stuff that is distracting to the congregation, then the opposite point is being made. So no flip-flops (preferably closed toed shoes) or tennis shoes, no excessive jewelry or hair ornaments. However, if you come to church attired in such because you forgot, or you are pulled in at the last minute to substitute, don't panic about your attire. The most important "attire" is a worshipful, serving heart.
- Arrive by 10:10, vest appropriately (ankle-length cassock, belt knotted on left side, cross), no gum.
- Make sure you are prepared for your role (torches timely lit, cross, banner retrieved, etc.) and make sure you congregate *quietly* with your friends in the narthex.
- Stop, but do not bow, when crossing before the altar when carrying a torch, the processional cross, or the collections plates and alms basin. After entering and while working around the altar, it is not necessary to reverence every time that you cross in front of the altar. Walk in squares, not diagonally across the space.
- Participate in the service, say the prayers, sing the hymns, be alert, do not slouch in the pews. Be reverent.
- Follow the crucifier's lead and always watch the clergy for instruction and/or assistance.
- Be thinking of what you are to do next, ask if you don't remember, correct your mistakes or those of others without a fuss.
- Correctly hang up your vestments in order. Let acolyte parent know if vestment is stained or torn.

### **Crucifers**

- Retrieve cross 15 minutes before service. Carry cross so symbol of Christ faces the congregation as you walk – facing backwards when you are proceeding and facing forwards during the recessional. The higher the better as long as can control and keep straight.
- Get Communion elements when Banner goes to give ushers offering plates.
- For the recessional, give the choir some extra time to catch up with you before you start down the stairs; don't leave until after the first line of the second verse. Walk slowly.
- Bring water if baptism.

### **Banner**

- Light candles and retrieve banner 15 minutes before service, always before pre-service music begins. Light Epistle side (right as you face altar) first and extinguish last (Never Left Alone).
- Go to furthest steps to deliver and receive offering plates from ushers.
- Close Communion rail as choir comes out for Communion.
- Banner extinguishes candles during last verse of recessional.
- Light, but don't extinguish large communion candle or advent wreath.
- After Lamb of God, crucifer and banner close gates and move cushions, open and replace as celebrant washes cup

### **Torches**

- Retrieve torches 15 minutes before service, light 5 minutes before.
- Shortest holds rim at nose level, tallest adjusts to make even.
- Remember to lift over stairs.
- Stand beside torches until celebrant turns around to face congregation, then reverence cross and go to seats.
- Press toe on torch holder before lifting torches up.

### **Parental Responsibilities**

- Make sure acolyte is properly attired and arrives by 10:10.
- If your child's name is starred on the schedule, you are the acolyte parent for that Sunday
  - place bulletins in pews for acolytes.
  - make sure acolytes are properly vested, have their appropriate equipment, and torches are lit about 5 minutes before service.
  - if a child scheduled to serve has not arrived in a timely manner, find a substitute from the congregation.
  - oversee that the *acolytes* properly hang up their robes.
  - if your child does not serve the day you are scheduled, then you need to find a substitute for your role as well.