

INSTRUCTIONS FOR ACOLYTES



"There is light for you here."

SCHEDULING INSTRUCTIONS FOR ALL WORSHIP ASSISTANTS

You will receive an email reminder during the week before you are scheduled to serve.

If you are unable to serve on your assigned date, first try to trade places with someone who also serves in the same way you do. Look over the Worship Assistant schedule and see if there is someone with whom you can trade Sundays. If you succeed, please notify the church office of the change. If you are not able to find someone with whom to trade, call the church office (482-3847) to let us know, even if it is early Sunday morning and you only get the answering machine.

Schedule conflicts: As soon as you know you will have a schedule conflict, please call or email Karen Gramacki so she can schedule you on a day that is good for you in the coming month. When two or more members of the same family serve as worship assistants, Karen will usually arrange for them to serve on the same day and service.

1. Please arrive about 10 minutes before the start of the service.
2. Before the service, when you arrive:
 - Check the wicks on the candles,
 - Check to make sure there is a hymnal and worship folder on your seat,
 - Check in with the pastors for any special instructions,
 - Put on a robe, rope and cross (Traditional Services only),
 - Get a candle lighter out of the closet,
 - Join the pastors and assisting minister in a prayer (Traditional Service).

3. Lighting the altar candles.

Traditional Service:

- After prayer in the sacristy, go to the front opening in the altar rail, pause for a moment and give a small bow.
- Then enter the altar area and light the two candles.
- You will usually sit in the seat closest to the door.
- There is a holder for your lighter on the side of your chair.

Contemporary Service:

- During the first Gathering Song, go to the front opening in the altar rail, pause for a moment and give a small bow.
- Then enter the altar area and light the two candles.
- You will usually sit in the front row, piano side.
- You may put your lighter on or under your seat.

4. The Offering

Traditional Service:

- After the ushers finish collecting the offering, the congregation will begin singing the Offertory.
- As the ushers come down the center aisle, walk over and stand in the opening in front of the altar.
- **1st** - take the wine from one of the ushers and hand it to the Assisting Minister.
- **2nd** - take the wafers (in the gold ciborium) and hand them to the pastor.
- **3rd** - take the offering plate and put it on one of the tables against the back wall.

Contemporary Service:

- After the usher finishes collecting the offering, he/she will bring the offering plate forward.
- As the usher comes down the center aisle, walk over and stand in the opening in front of the altar.
- Take the offering plate and put it on one of the tables against the back wall.

5. Communion

Traditional Service:

- After the Lord's Prayer, join the Assisting Minister and the Communion Assistant behind the altar to receive Communion.
- When we use 2 chalices or when we have Communion standing in front of the altar rail, after you have received Communion you may return to your seat.
- When we use 1 chalice and individual glasses in the trays, stay behind the altar after you have received Communion.
- You will be given an empty tray.
- Follow behind the pastor, communion assistant and assisting minister, collecting the empty glasses.
- When your tray fills up, take it to the altar and trade it for an empty one.
- When Communion is over, re-stack all the trays on the table against the back wall and replace the cover.
- Return to your seat

Contemporary Service:

- You may get in line for Communion any time.

7. End of service

- At the end of the service, the pastors and Assisting Minister will walk out during the last hymn.
- When that they turn and begin walking out of the church, you go back to the altar and put out the candles.
- Return to the Sacristy and put away the lighter and hang up your robe, rope, cross (if you used them).

