

## Instructions For Acolytes

In our Lutheran tradition, Acolytes participate in the worship service in a variety of ways that can include:

- carrying a processional cross,
- lighting and extinguishing the altar candles (the lighting of the altar candles in the worship service is a symbol of Jesus' coming into the presence of the worshiping community),
- receiving the gifts of wine, bread and money during the Offering, and
- sometimes assisting with the distribution of Holy Communion.

Also, Acolytes serving in our Traditional Service wear a robe (called an alb), tied with a cincture (colored rope).

### Schedule

- A schedule for all worship assistants (including Acolytes) appears every month on the church's web page:

[www.mountcross.com/worship-assistant.html](http://www.mountcross.com/worship-assistant.html)

- An email reminder is sent to all worship assistants (including the *parents* of Acolytes) early in the week, usually on Monday.
  - A reminder is also given on Wednesdays at Confirmation to those who are serving in the coming weeks.
  - If you are unable to serve on your assigned date please try to trade places with someone else in the Confirmation class. If you succeed, please notify the church office of the change.
  - If you cannot find someone with whom to trade, please call the church office as soon as possible. **This is especially important on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of the month, when we need an Acolyte to collect the individual glasses used for Communion.**
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### Instructions

The procedures for the Traditional Service at 8:30 a.m. and the Contemporary Service at 10:00 a.m. are somewhat different, so please read both sets of instructions.

#### Traditional Service - 8:30 a.m.

##### 1. Before the service

- Plan to arrive 5 to 10 minutes before the start of the service. When you arrive:
- Check the wicks on the candles and apply nail polish if needed\*
- Check to make sure there is a worship folder on your seat,
- Ask the pastor if there are any special instructions,
- Put on a robe, rope and cross
- Get out a lighter,
- Take a moment to pray (see the prayers on the wall, under the clock, by the door to the outside)
- Meet the pastor in the Narthex.

##### 2. Lighting the altar candles.

- After the *Call to Worship*, the pastor will light your candle lighter.
- You will walk down the center aisle with the pastor, pause at the altar rail for a small bow towards the altar, and then go up to light the two altar candles.
- Extinguish your flame, return to the opening in the center of the Altar rail and make a small bow toward the altar.
- Put your lighter in the holder on the chair next to the American flag (reserved for Acolyte) and go to the sound room.

##### 3. Sound Room

- During the service, you will operate the laptop computer that is connected to the projector. This **may** include slides that are part of the pastor's sermon. He will leave you a script with notes when to change the slides.

##### 4. Offering

- When you have started the slides for the **Offering**, come out and sit in your reserved seat.
- When it is time to present the gifts, the congregation will stand and begin singing the Offertory. The ushers will come down the center aisle, one holding the bread and wine, the other holding the offering plate.

- Walk over and **stand on the first step** in the opening in front of the altar
- **First** take the wine from the ushers and hand it to the Assisting Minister
- **Second** take the wafers (in the ciborium, the cup with the lid on it) and hand it to the pastor or place it on the altar
- **Last** take the offering plate and place it on the **left table** against the wall
- Go and sit in the front pew, near the pulpit.

## 5. Communion

- After the Lord's Prayer, join the Assisting Minister and the Communion Assistant to receive Communion.
- **When we use 2 chalices:** you may return to your seat.
- **When we use 1 chalice and individual glasses in the trays:** follow behind the pastor, Communion Assistant and Assisting Minister, collecting the empty glasses in a tray.
- 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 by the American flag.

## 6. End of service

- At the end of the service, the Pastors and Assisting Minister will walk out during the last hymn.
- At the same time 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 hang up your robe, robe cross and lighter.

## Contemporary Service – 10:00 a.m.

### 1. Before the service.

- Plan to arrive 5 to 10 minutes before the start of the service. When you arrive:
- Check the wicks on the candles and apply nail polish if needed\*
- Check to make sure there is a worship folder on your seat,
- Ask the pastor if there are any special instructions,
- Get out a lighter,
- Take a moment to pray (see the prayers on the wall, under the clock, by the door to the outside)
- Meet the pastor in the Narthex.

### 2. Lighting the altar candles.

- Just before the Praise Band starts the first song of the day, the pastor will light your lighter.
- Go up to the altar, pause for a small bow, and light the two altar candles.
- Extinguish your flame, return to the opening in the center of the Altar rail and make a small bow toward the altar.
- Put your lighter in the holder on the chair next to the American flag (reserved for Acolyte) and go to the sound room.

### 3. Sound Room

- During most of the service you will operate the laptop computer that is connected to the projector. Starting with the *Gathering Song*. This **may** include any slides that are part of the pastor's sermon (he will leave you a script with notes when to change the slides).

### 4. The Offering

- When you have started the slides for the *Offering*, come out and sit in your reserved seat.
- When the ushers finish collecting the offering they will bring the bread and wine and offering plates up to the altar rail.
- Walk over and **stand on the first step** in the opening in front of the altar
- Take the wine and hand it to the pastor. Take the bread and give it to the pastor. Take the offering plate and place it on **the left table** behind the altar.
- Return to the Sound Room. Right away you will be advancing the slides for the *Offering Song*.

### 5. Communion

- After the Lord's Prayer, as the pastor gives instructions for Communion, please line up in the center aisle with the Praise Band to receive Communion first.

- After you have received Communion, go back to the Sound Room to run the slides for the Communion Song and the rest of the service.

#### **6. End of service**

- At the end of the service, after the Sending (*“Rooted in God’s grace, we joyfully witness and serve*), go back to your reserved seat, take your lighter and put out the two altar candles.
- Return to the Sacristy and hang up the lighter.

Thank you for helping in this important way in the worship life of Mount Cross.

\* There is a bottle of nail polish in the drawer in the sacristy. If you paint the candle wick with a little polish, they will light much easier.