

ACOLYTES

1. Arrive at least **15 minutes** before the Worship Service begins. Check your seat to make sure you have the necessary hymn books and a bulletin.
2. Review the service with the Pastor to determine if there are any special assignments or instructions.
3. Please avoid wearing excessive amounts of jewelry and make-up. Please do not wear ragged jeans or messy shoes. Please do not chew gum.
4. Robes are located on the coat rack on the washroom side of the parish hall. Robe quietly and reverently. The Worship Assistant can provide help if necessary.
5. Five minutes before the service begins, light the candle lighter and enter the sanctuary. Hold the candle lighter in front of you and slightly to one side, with the flame pointing forward and the bell pointing back. Walk in a dignified, unhurried manner.
6. Upon reaching the altar, pause in the middle to reverence the Cross by bowing your head slightly. If the centre communion rail is in place, go around the rail on the left side.
7. Move to the right side of the altar (Epistle side), stand directly in front of the candle and light it. Move to the left side of the altar (Gospel side) and repeat the procedure.
8. During the Easter and Christmas seasons or in the case of a baptism, light the Pascal Candle (located near the baptismal font). Light and extinguish it last.
9. Walk slowly to your seat, place the extinguished candle lighter in a secure position where it will not obstruct communion servers.
10. The Acolyte participates in worship, always attentive and alert to signals from the Pastor. Please keep both feet on the floor. **Remember, you are a worship leader and your role is important.**
11. At the appropriate time, pick up the offering plates and move to the front of the chancel and wait for the ushers to come forward. When the Pastor moves behind the altar, return to the centre to receive the plates. After receiving the plates, pass them on to the Pastor and return to your seat.
12. When Holy Communion is celebrated, take an empty tray and proceed behind the Pastor. Hold the tray low and in front of you, close to the people at the rail, so they can easily place their empty glasses in it. When your tray becomes full of empty glasses, take another tray from the altar that has room in it for empty glasses. After all parishioners have communed, follow the Pastor & the other worship assistants down the side aisle to those requiring communion from their pew and collect their empty individual glass if required. You will commune last, with the other assistants. If you prefer take communion, and prefer an individual glass, obtain one before lining up; afterward place it in a tray on the left side of the altar.
13. At the close of the worship service, after the Pastor exits, extinguish the candles slowly and gently by placing the bell of the candle lighter over each candle, extinguishing the one on the pulpit side first and, if lit, the Pascal candle last. Once the candles are extinguished, exit down a side aisle.
14. Please neatly hang the robe on the coat rack from which you obtained it.