

## ACOLYTE DUTIES -- BEFORE & AFTER THE SERVICE

- 1) Arrive at least **10 MINUTES** before the worship service begins.
- 2) Check the **CANDLELIGHTER** to determine whether its taper is long enough.
- 3) Check for **MATCHES** or **LIGHTER**.
- 4) Check the **BULLETIN for CHANGES or ADDITIONS** to the worship service and place bulletin and sermon outline form in the front pew.
- 5) Robe quietly, and reverently.
- 6) Check with the Pastor for **SPECIAL INSTRUCTIONS** he or she may have.
- 7) Light the Candlelighter.
- 8) Hold the candlelighter with your **RIGHT HAND** near the bottom and your **LEFT HAND** on or near the knob which regulates the length of the taper.
- 9) Hold the Candlelighter in **FRONT** of you, tipped slightly forward, with the flame pointing ahead of you, and the bell of the candlelighter pointing towards you.
- 10) Move toward the chancel, **CLOSING** any doors behind you.
- 11) Walk in a dignified, unhurried manner, address the altar, light candles starting with the candles on the altar and then the candleabra. **ALWAYS LIGHT AWAY FROM THE CROSS.**
- 12) Light the **PASCHAL CANDLE** last on days of Baptisms, Funerals, and from Easter until Pentecost.
- 13) When it is the time for the offering take the plates off the credence shelf or altar take them to the to step of the nave, give one to each usher, take a seat one on each side of the nave, when the ushers begin to come forward take one from the center usher and let them place the others on top of the offering plates and return them to the credence shelf or altar.
- 14) **EXTINGUISH** the candles beginning next - to - the - last verse in the reverse order. **ALWAYS EXTINGUISH TOWARD THE CROSS** - Relight taper on last candle.
- 15) Exit to the sacristy, snuff out lighter and extend the wick, then return them to their proper place.
- 16) Hang up your robes neatly in the proper area.
- 17) When you are acolyting, you are serving God in a special way and the altar area is considered a special place of reverence.
- 18) Dress appropriately. Do not wear your dirty school or home tennis shoes. They are not appropriate on these occasions.
- 19) Check the pews and collect all bulletins left behind and place hymnals in their racks.

All of our Confirmands may want to sit up in the front by those who are acolyting and serving as lectors. This is in support of one another, because you too will be acolyting and reading. When there, please use appropriate church behavior, no unnecessary talking, take part in worship – singing, liturgy responses, etc.

GO UP AND COME DOWN NEATLY - PAUSE - BOW HEADS - NO GUM CHEWING - TIE SASH NEATLY - BE CAREFUL NOT TO GET **INK** ON ROBES  
**THANK YOU !!**