

TRINITY LUTHERAN CHURCH

ACOLYTE INSTRUCTIONS & RESPONSIBILITIES

GROUP LEADER for Sept. 28, 2019 – Kurt Heinrich

PLEASE NOTE: IF YOU ARE UNABLE TO SERVE, please find your own replacement and notify the Church Office as soon as possible for a bulletin correction. It is not the responsibility of the Church Administrator (Kathy) to find your replacement.

General Instructions:

- 1- **Arrive at least 20 minutes before the service begins.** This will give you time to prepare.
 - Check with Pastor to see if there are any special instructions for the day. i.e. baptisms, festival days or advent.
 - Vest in an Alb that is hanging on the rack in the sacristy. Be sure you have one that fits you and is not too long. Wear proper shoes – **no slippers or flip-flops please.**
 - Check the “Taper” to see that its wick is long enough. You need about 1 ½ inches of taper to light the candles. If it is shorter, then remove the old one and replace it with a new one.
 - **5 minutes before service begins** – Take the taper and proceed to the chancel.

2. **Lighting the Candles:**
 - Approach the altar from behind the pulpit and bow before lighting the candles.
 - The candles are lit as though opening a book, from right to left and extinguished in opposite fashion, left to right.
 - When both candles are lit blow out the taper to extinguish the flame and make sure the wick extends up out of the taper so that the melted wax will not harden inside the tube.
 - Descend Altar step, turn and proceed to your seat behind the organ. Hang taper in its proper place.
 - The Pastor will advise you when it is appropriate to light the Pascal candle if it is to be lit. During Seasons when the Pascal candle is lit (Christmas, Easter, Baptism, etc.) light this candle **FIRST**.

3. **Communion:**
 - When the gifts are brought forward the Acolyte receives the bread and wine from ushers and places it on the altar
 - Acolytes take communion at Altar with Pastor and Assisting Minister prior to the congregation.
 - After you have received communion take cruet with the white grape juice as you will pour juice into the cup of communicant requesting it. Follow Assisting Minister.
 - If there are people in the congregation that need to receive communion in their pews, follow Pastor to the pew and offer them a cup and wine or grape juice as directed.

- After communion assist the pastor in cleaning off the altar by taking what you are handed and placing it on the credence table. Then cover the table with the veil while the assisting minister says the post communion prayer.

5. **Extinguishing Candles and Departure:**

- Candles are extinguished after the dismissal.
- Extinguish candles, this time from left to right as though closing a book: LEFT candle is extinguished FIRST then the RIGHT candle.
- After extinguishing the candles, pause at the altar and bow before replacing the taper in its place by the organ.
- Acolytes return to the Sacristy. When you remove your Alb, please be sure the number written in the Alb corresponds with the number on the hanger. Zip the Alb so it does not fall on the floor.

**THANK YOU FOR SERVING GOD AND TRINITY LUTHERAN CHURCH
BY BEING AN ACOLYTE**