

## **INSTRUCTIONS FOR CRUCIFERS/ACOLYTES**

### **Service Times**

It is important that you arrive at least 15 minutes before the service starts to allow time to get dressed and perform duties necessary before the service starts. If you cannot serve when you are scheduled, please find a substitute.

### **General**

If you make a mistake, it is OK, do what you intended without drawing attention to it and no one will know. “Acolyte” means leader. Therefore, always participate in the service by following in the Prayer Book, bulletin, insert or hymnal unless your duties prevent you from doing so. Pay attention to the priest during the service.

### **Posture**

Always carry things with two hands, even if it’s just a piece of paper. When standing (and not holding something), fold hands together at **waist level**, not below the waist. When sitting, sit up straight; it is permissible to cross your legs, but do not let the alb spread open.

### **Reverencing**

There are two forms of reverence, the simple bow, which is used more often, and the profound bow. The simple bow is a rather slow nodding of the head. A profound bow is made by bending at the waist. The profound bow is used when the consecrated Bread and Wine are on the altar, or when opening the aumbry. ALWAYS reverence the altar when crossing the center of the church. NEVER reverence the altar when carrying torches, Gospel book or processional cross.

## **CRUCIFER**

### **Before the service**

Make sure all assigned acolytes are present. If someone is absent, inform the team leader at least fifteen minutes prior to the start of the service. When you arrive, get robes on, light the candles on the altar, and then get the cross and proceed to the office.

### **Entry Procession**

At the priest’s direction (usually when we start singing), move up the aisle at a stately pace. Place your cross in the holder and find your place in the hymn.

## **Offertory**

- As soon as the priest offers the offertory sentence, move to the credence table.
- Take burse, veil and pall from the priest and place toward the back of the credence table.
- Take bread box from priest, place on credence table.
- Take wine cruet from priest, place on credence table.
- Get the water cruet from the credence table, take off the stopper and offer it to the priest. Offer the container with the handle towards the priest. Wait for the priest to hand it back and return the cruet to the credence table putting the stopper back on.
- Take lavabo towel, place over left arm. Take bowl and pitcher and turn toward priest (celebrant). Pour water over fingertips. After priest dries fingers place all on credence table.

## **Fraction (Breaking of the Bread)** *(If no other acolytes)*

As soon as the priest breaks the bread, move in front of altar, reverence with profound bow, step down outside the sanctuary, move cushion over. Come back inside sanctuary, close gate and lock. Then take your place behind altar.

## **During Communion: Chalice Bearing**

You may be asked to be a chalice bearer. After receiving communion, take chalice and purificator and follow behind priest offering the cup saying, “**The blood of Christ, the cup of salvation.**” If people are receiving by intinction (dipping bread into wine), make sure to hold the cup down so they can see to dip. If people are drinking from the cup, make sure to wipe where they have drunk. As a general rule, do not let go of the chalice. Let folks bring it to their lips.

As you offer the chalice, keep track of who needs it. Be sure to offer the chalice only after people have received the bread.

If you are not asked to bear chalice, you may return to your seat after receiving communion.

## **After Communion** *(If acolyte is present)*

Move to help priest clean up altar. Take what priest/deacon hands you and place on credence table or take to sacristy and place on table/counter to the left of sink.

Remember: if it is a chalice of leftover wine, it is to be handled reverently.

## **After Communion** *(If no other acolyte)*

As soon as the last person leaves altar rail, move to rail, unlock, open and move cushion away from center. Move to help priest/deacon as needed.

### **Extinguishing Candles**

Get candle lighter from sacristy. Extinguish candles on high altar first, then candles on altar/table. Generally, **Work from the back to the front**. Put candle lighter back into holder, and prepare to move at priest's direction. (Generally, we will move before last verse of recessional hymn.)

### **Recessional**

At direction of priest, get processional cross and move to altar and out of the sanctuary and to the back of the church. After dismissal, place in holder.

Tell your acolyte team that they did a great job!

## **TORCH BEARER**

### **Before the service**

Reverence the altar and get the torches from either side of the altar. Do not reverence the altar (with the torch in your hand) but simply take the torch and walk back down the aisle and go to the Rector's office.

### **Entry Procession**

Move down the aisle slowly. Keep one pew behind the crucifer. When you get to the front of the aisle, continue up the step and then go to either side of the altar. Place candle in stand and move to your seat, and stand until the appropriate time to sit.

### **Gospel Procession**

Just after the Second Lesson, we sing the Alleluia, or something else depending on the liturgical season. After people are standing, go to your torches and proceed to the entrance of the sanctuary. With the gospel bearer in between and slightly behind you, move to the center of the church. Turn and face each other with your backs against the pews. (The Gospel bearer will move through the torches, stop, and turn). After the reading, the Gospel bearer and priest will stand aside for you to start moving back toward the altar. Go directly to the stand and when your torch is in place go to your seat and remain standing until the appropriate time to sit.

### **During Communion**

After receiving communion, return to your seat.

## **Recessional**

As soon as the crucifer moves to get the cross, go to your torches, and move to the front of the altar and wait for the crucifer to pass. Follow crucifer out and extinguish torch. Take back to altar and put in stand.

### **GOSPEL BOOK BEARER**

**ALWAYS HOLD THE GOSPEL BOOK WITH THE FRONT FACING AWAY FROM YOU. USE BOTH HANDS.**

## **Before the Service**

Reverence the altar and get the Gospel Book from the altar. Do not reverence the altar but simply take the Gospel Book with both hands and walk back down the aisle and go to the Rector's office.

## **Entry Procession**

Move down the aisle slowly. Keep one pew behind the crucifer or torch bearers. When you get to the front of the aisle, continue walking up to the altar and place the Gospel Book in the center of the altar. (Binding to left.) After placing Gospel Book on altar, reverence the altar and move to your seat.

## **Gospel Procession** *(without torches)*

Just after the Second Lesson, we sing the Alleluia, or something else depending on the liturgical season. After people are standing, go to the middle of the sanctuary and reverence the altar. Get the Gospel Book from the altar, turn and go down the aisle (about four pews down). Stop, turn and hand the Gospel Book to the priest. Wait until music stops. If the priest hands the book back to you, hold it as steady as possible. If the priest keeps the book, stand over to the side during the reading. After the reading, take the Gospel Book from the priest and lead priest back to the sanctuary, place Gospel Book back on altar, reverence and take your seat.

## **Gospel Procession** *(with torches)*

Just after the Second Lesson, we sing the Alleluia, or something else depending on the liturgical season. Get the Gospel Book from the altar, turn and go down the aisle following the torches. When they stop and turn, continue through the torches and turn facing the altar. Hand the Gospel Book to the priest. Wait until the music stops. If the priest keeps the book, stand over to the side during the reading. After the reading, take the Gospel Book from the priest and follow the torches back to the sanctuary, place the Gospel Book back on altar, reverence and stand at your seat.

### **Fraction**

At the breaking of the bread, move in front of altar, reverence with profound bow, step down outside sanctuary, move cushion over, step back inside sanctuary, close gate and lock. Then take your place next to crucifer.

### **During Communion**

After receiving communion, return to your seat.

### **After Communion**

As soon as the last person leaves altar rail, move to rail, unlock, open and move cushion away from center. Place Gospel Book back on altar. Go back to seat.

### **Recessional**

As soon as crucifer moves with cross, move behind crucifer, reverence, take Gospel Book from altar and move down aisle behind crucifer. After dismissal, go back and put Gospel Book back on altar (or give to altar guild).