

**A GUIDEBOOK FOR**

# **ACOLYTES**

**&**

# **CRUCIFERS**

**AT**

**NEW HANOVER**

**EVANGELICAL LUTHERAN CHURCH**



# TABLE OF CONTENTS

<b>Welcome.....</b>	<b>3</b>
<b>Acolyte's Prayer.....</b>	<b>3</b>
<b>Looking Good! .....</b>	<b>4</b>
<b>Remember the Three Ps.....</b>	<b>4</b>
<b>Getting Ready.....</b>	<b>5</b>
<b>At the Beginning of the Service.....</b>	<b>6</b>
<b>The Candelabra.....</b>	<b>7</b>
<b>The Paschal Candle.....</b>	<b>7</b>
<b>During Advent.....</b>	<b>8</b>
<b>Baptisms.....</b>	<b>8</b>
<b>The Offering.....</b>	<b>9</b>
<b>The Prayers.....</b>	<b>9</b>
<b>Communion.....</b>	<b>10</b>
<b>At the End of the Service.....</b>	<b>11</b>
<b>The Crucifer.....</b>	<b>12</b>
<b>Glossary.....</b>	<b>13</b>
<b>Acolyte and Crucifer Team Leaders.....</b>	<b>15</b>

## Welcome

First, thank you! When you serve God by serving as an acolyte and crucifer, you are doing more than lighting the altar candles. You are symbolically bringing the light of Christ's spirit into the worship service. I hope that by serving as an acolyte and crucifer, you will be filled with a sense of spiritual meaning and fulfillment.

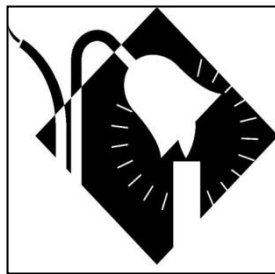
You will make new friends, have fun, and through your commitment, grow in service to our church. Your church family will get to know you and support you during your time of serving. These are people who you can also turn to in time of questions.

I hope this manual will provide a quick reference for you as you begin your journey as an acolyte and/or crucifer. If you have any questions, please do not hesitate to contact the Acolyte Coordinator and/or Assistant Coordinator(s). They are always ready and eager to assist you.

You have made an important promise to the New Hanover Evangelical Lutheran Church by agreeing to serve as an acolyte and/or crucifer. I welcome you and thank you for helping and serving God in these very significant positions.

I know it looks like a lot to remember; however, do not fear! You will always have the Acolyte Coordinator(s) or Assistants, and/or me as your pastor to help you. Thank you again for serving!

Peace,  
Pastor Scott Staub



### *Acolyte's Prayer*

*Be present, Lord Jesus, that I may faithfully and loyally  
serve you in love, and through my service proclaim,  
"The Lord is my Light." Amen*

## Looking Good!

- ❖ Acolytes should wear appropriate clothing so that they look neat and clean.
- ❖ For all services, except the GRACE service, you should wear a gown which was fitted for you.
- ❖ Refer to the calendar hanging in the Sacristy and choose a cincture to correspond with the color of the day.
- ❖ Choose a cross to wear

## Remember the Three Ps:

- ❖ **Punctuality** is important. When you arrive on time, everything flows more smoothly.
- ❖ **Pay Attention**. Take a few minutes before the service to familiarize yourself with the order of worship found in the bulletin. This will help you stay on top of things and know where you are in the service so that you will be prepared; it will also help you anticipate any last-minute changes. You may want to use a pencil to check off each section of the service to help you follow along.
- ❖ **Participate**. Most importantly, don't forget to worship God. It is your time to worship God as well.

## AND...

- ❖ **Ask questions**. Do not be afraid to ask the coordinator and/or the pastor any questions. We do not expect you to remember everything and sometimes the worship service has different elements.

## Getting Ready

- ❖ Please be PUNCTUAL. Being on time will allow you to get ready in a calm and organized manner. Things will run much more smoothly.
  - For the 7:45 a.m. service, report to the sacristy by 7:30 a.m.
  - For the 10:15 a.m. service, report to the Sacristy immediately following Sunday School at 10:00 a.m.
  - For all other services, such as evening services or Thanksgiving, please report to the Sacristy at least 15 minutes before the service is scheduled to begin.
- ❖ Select and put on the acolyte gown that best fits you. Be sure the gown is straight and looks nice.
- ❖ Select and wear one of the crosses.
- ❖ Review the service detail chart hanging in the Sacristy for the color of the day. Choose the corresponding cincture for your waist.
- ❖ Also review the service detail chart for the current week so you know which candles to light and what to expect during the service.
- ❖ Meet the acolyte advisor and review any last minute changes to the service.

### **WHAT IF I AM ALSO SUPPOSED TO SING IN THE CHOIR OR PLAY AN INSTRUMENT DURING THIS SERVICE?**

- ❖ If you are scheduled to sing in a choir or play an instrument during a service that you are also scheduled to be an acolyte, you should wear an acolyte gown, not a choir gown.
- ❖ At the appropriate time during the service, take your place with the choir.
- ❖ When finished, return to your acolyte seat.
- ❖ If you are to sing or play during a time you would normally help as an acolyte, discuss this with the acolyte advisor and/or pastor to be sure your acolyte duties are covered.

## **At the Beginning of the Service**

- ❖ Just before the service is about to begin, meet with the acolyte advisor at the top of the ramp. If you have any questions about the service, that is the time to ask.
- ❖ When the prelude music begins, the acolyte advisor will light the wick on the candle lighter.
- ❖ Walk carefully into the sanctuary. Watch where you are walking, don't only look at the flame.
- ❖ Walk around to the front and center of the chancel.
- ❖ Before lighting the altar candles, pause to give reverence to the cross by bowing your head and saying a short prayer, such as, "I light these candles as a service to God. Amen."
- ❖ Step up, and light the candle on the right first, bring the candle lighter back to the center and pause. Then light the candle on the left.
- ❖ Turn back to the center of the altar.
- ❖ Then go and sit down on a chair on the right side, near the ramp.

### **WHAT IF THE FLAME ON THE CANDLE LIGHTER GOES OUT?**

- ❖ **DON'T Panic!!**
- ❖ If the acolyte advisor lit the wick for you and it goes out before you light any candles, go back to the acolyte advisor and he or she will re-light the wick.
- ❖ If you have already lit the altar candle on the right side of the altar, re-light the wick from that candle.

## The Candelabra

On Sundays when the Candelabra are to be lit, **light the altar candles first** and then the candelabra.

- ❖ Start with the candelabrum on the right side and light the candle closest to the altar and work towards the outside.
- ❖ Then walk to the front and center of the altar. Pause to give reverence to the cross by bowing your head. Continue to the left side and again light the candle closest to the altar and work towards the outside.
- ❖ **At the end of the service, extinguish the candelabra first.** Walk around to the front and center of the chancel. Pause to give reverence to the cross by bowing your head. Step up, and walk to the candelabrum on the left side of the altar.
- ❖ Extinguish the candle farthest from the altar and work towards the altar.
- ❖ Then walk to the front of the altar, pause and bow your head. Continue to the right side and extinguish the candle farthest from the altar and work towards the altar.

## The Paschal Candle

The Paschal Candle is a special candle that is used during the season of Easter, the Day of Pentecost during the Service of Affirmation of Baptism, baptisms, and funerals.

- ❖ During a service when the Paschal Candle is used, you will light it first, then the altar candles, then the candelabra (if used), as described in previous sections of this booklet.
- ❖ If lit, the Paschal Candle is not to be extinguished at the end of the service.

## **During Advent**

On the Sundays during Advent, you should light the appropriate number of candles on the Advent wreath at the beginning of the service. Check the service detail chart in the Sacristy for the number of Advent wreath candles to light:

- ❖ First Sunday: Light no candles on the Advent wreath
- ❖ Second Sunday: Light one candle on the Advent wreath
- ❖ Third Sunday: Light two candles on the Advent wreath
- ❖ Fourth Sunday: Light three candles on the Advent wreath

**Note:** The Advent wreath candles are lit after the altar candles and candelabra (if used).

**Pay Attention!** If the person who reads the Advent passage does not light the next candle on the wreath, you should be prepared to light it. The pastor will inform you as to when to light the next candle. Take the lighter to the altar, light the wick from the right altar candle, and light one additional candle on the Advent wreath. Then return to your seat.

**Note:** The candles on the wreath should not be extinguished at the end of the service.

## **Baptisms**

- ❖ On baptism Sundays, the Paschal candle is lit at the beginning of the service. See instructions on the previous page.
- ❖ If someone is to be baptized during the service, be prepared to assist the pastor.
- ❖ The help you provide will usually be to hold the pastor's service book during the service of Holy Baptism..



## **The Offering**

When it is time for the offering, do the following:

- ❖ Pick up all six plates from the credence table, walk to the center of the chancel, and face the congregation.
- ❖ When the ushers arrive, offer a plate to each usher by moving down the line. Note that at the 7:45 a.m. service, there are usually only four ushers, so you should have two plates left in your hands.
- ❖ Go back to the credence table and place the large plate on the table. If you only gave four plates to the ushers, place the two extra plates inside the larger plate.
- ❖ Sit down in your seat until the offering music ends and the pastor walks to the altar. At that time, go to the credence table for the large offering plate, walk to the center of the chancel, and face the congregation.
- ❖ Collect the offering plate from each usher.
- ❖ Turn and give all of the offering plates to the pastor at the right side of the altar. He or she will raise and bless the offerings and return the plates to you. Carry the offering plates to the credence table.
- ❖ Return to your seat.

## **The Prayers**

- ❖ When the pastor or worship assistant invite the congregation to kneel for the prayers, you should sit in your seat or kneel at your seat until the prayers have been concluded.
- ❖ Remember to fold your hands, bow your head, and be still.

## Communion

- ❖ If you have had your first communion, you will take communion at the altar with the pastor and communion assistants.
- ❖ Be prepared to help.
- ❖ When communion is by intinction, you will hold the gluten-free bread plate next to the pastor. Offer the gluten-free bread plate upon request, do not pick up or touch the bread. When the person has picked up their piece of bread, you say, “The body of Christ, given for you.” In addition, the pastor or communion assistant may request more wafers. Be ready to go to the altar and retrieve the “pyx” (small silver container that holds wafers) and give the pyx to the pastor or communion assistant. Return the pyx to the altar.
- ❖ When communion is offered with bread and cups, you will hold the gluten-free bread plate next to the table with empty cups and cups filled with white grape juice. Offer the gluten-free bread plate upon request, **do not pick up or touch the bread**. When the person has picked up their piece of bread, you say, “The body of Christ, given for you.”

## **At the End of the Service**

- ❖ During the first verse of the last hymn, begin to extinguish the appropriate candles. Take your time. Place the snuffer just above the candle wick, and hold for a count of three. Note: If you press the snuffer on top of the wick, it may damage the wick.
- ❖ With the candle lighter/snuffer, walk to the front and center of the chancel area, step up to the altar, bow your head, and pause.]
- ❖
  - If the candelabra are lit, extinguish those candles first.
    - Start with the candelabrum on the left side. Extinguish the candle farthest from the altar and work towards the altar.
    - Then walk to the front center of the altar, stop, bow your head, and continue to the candelabrum on the right.
    - Extinguish the candle farthest from the altar and work towards the altar.
- ❖ Walk to the center of the altar, stop, and bow your head.
- ❖ Extinguish the left altar candle.
- ❖ Pause at the center again.
- ❖ Light the wick from the right altar candle, then extinguish that candle.
- ❖ Turn to face the congregation and pause.
- ❖ When prompted by the pastor, walk with the lit wick ahead of the pastor, up the aisle to the left, to the Narthex. The lit wick symbolizes Christ's light going out into the world.
- ❖ Extinguish the wick as soon as you arrive at the Narthex. This is done by blowing on the lighted wick.
- ❖ Return to the Sacristy and hang up your gown, cincture, and cross. Place the candle lighter/snuffer in its stand.

## **The Crucifer**

- ❖ The crucifer is the person assigned to carry a cross in a procession into the sanctuary.
- ❖ The crucifer should be strong enough to carry the cross the proper way for an extended time.
- ❖ When carrying the cross, the crucifer must wear white gloves.
- ❖ Carry the cross so that it is above your head and in such a manner that your elbows are extended outward, not downward. This should be done by gripping the staff with the palms of both hands facing ahead of you.
- ❖ During the first hymn, the crucifer will lead the procession (usually the choir) to the altar. Walk at a slow pace with the cross held higher than your head.
- ❖ When you reach the center of the chancel area, turn and step up toward the altar, then turn and face the congregation.
- ❖ The choir will then process past you. When the choir has passed, carry the cross to the stand at the acolyte chair.
- ❖ Then sit down with the acolyte.
- ❖ At the end of the service:
  - During the first verse of the last hymn, when the acolyte begins to extinguish the candles, retrieve the cross from the stand and walk to the front and center of the chancel area facing the altar. The pastor will also join you at the front of the chancel area facing the altar.
  - When the acolyte has finished extinguishing the candles, he or she will turn to face the congregation.
  - The pastor and you should then turn towards the congregation, and you will lead the acolyte and pastor up the left-side aisle to the Narthex.

## Glossary

**Acolyte** - means "companion" or "one who helps". An acolyte helps the pastor perform various tasks in the worship service.

**Advent** - means "coming." It is the first season of the church year. It's the time before Christmas when we prepare for the coming of Jesus. There are four Sundays in Advent.

**Alb** - is a white robe with a cincture around the waist.

**Altar** - is the table at the front of the sanctuary. It is a reminder of the family table. God's family gathers around this table. It also recalls the sacrifice of God's Son.

**Candle Lighter** - is used by the acolyte to light candles. It consists of a wick from which the candles are lighted and a bell for snuffing out the flame.

**Chancel** - is the area in the church building where the pastor leads the worship service. The altar is in the chancel.

**Church Year** - is a 12-month cycle of Christian celebration. The first season is **Advent** which prepares us for **Christmas**, when Jesus was born. **Epiphany** is the next season, beginning when the three Wise Men see the Christ Child and including Jesus' Baptism and the beginning of his ministry. **Lent** follows Epiphany and recalls Jesus' suffering for us. It is a time to think about Baptism and rebirth in preparation for **Easter**, a seven- week festival which starts when Jesus rises from the dead.

**The Day of Pentecost** and the Sundays in Pentecost are celebrations of the Holy Spirit active in the life of the church.

**Cincture** - is the rope worn around the waist over the alb. The cincture is a symbol of the rope used to bind Jesus when he was brought before Herod.

**Credence Table** - is the table used to hold the offering plates.

**Crucifer** - is the person who carries the cross, leading the procession into and out of the sanctuary.

**Font** - is the bowl or basin from which water is taken during the Sacrament of Holy Baptism.

**Intinction** - is the dipping of the bread of the Eucharist into the consecrated wine, so that the person can receive both together.

**Nave** - is the section in the sanctuary where the congregation sits.

**Offering** – The time of the service when the ushers collect the gifts presented by the congregation in the form of money.

**Paschal Candle** - is the large white candle symbolizing the risen Christ. It is lighted during Easter through Pentecost Sunday. After that it is lit only when there is a baptism or a funeral.

**Postlude** - the music played at the end of the worship service.

**Prelude** - the music played before the worship service begins.

**Pyx** – the round silver container holding wafers for communion.

**Reverence the Cross** - means to say a short prayer or pause momentarily in respect for the cross.

**Sacraments** - are Church Rites (ceremonies) which use earthly elements and God's Word to bring His blessing. The two Lutheran sacraments are Baptism and Holy Communion. The earthly element in Baptism is water. The earthly elements in Holy Communion are the bread and wine.

**Sacristy** - is the room where the acolyte and crucifer prepare for the service.

**Wick** – the part of the candle lighter used to light the candles.

## **Acolyte and Crucifer Team Leaders**

### **Norman Hunsberger, Acolyte Coordinator**

Mr. Hunsberger coordinates the acolyte and crucifer recruiting, training, procedural changes, and general issues related to these positions. Call or email Mr. Hunsberger if you have any questions about how certain parts of the service are to be done.

### **Faye Weidner, Worship Assistant Scheduler**

610.287.5055 – [omiweidner@gmail.com](mailto:omiweidner@gmail.com)

Mrs. Weidner schedules the acolytes and crucifers which are then published in the church newsletter and on the church website. If you know of dates in advance (before the schedule is made) that you are not available, email or call Mrs. Weidner and she will not schedule you for services on those dates. Please do not call or email her for changes after the schedule has been made and distributed.

### **Tim Mutter, Acolyte Advisor (10:15 a.m. service)**

610.323.0140

Mr. Mutter is the regular acolyte advisor who will help you to get ready before the service and who will light the wick before entering the sanctuary. If you are ill on the day you are scheduled, call him at home as soon as you know you cannot make it.

### **If you are not available on a day when you are scheduled:**

- It is your responsibility to call other acolytes or crucifers to find a replacement. Offer to switch to another date when you are available.
- Call the Church Office **and** Mrs. Weidner on or before the Monday prior to the day you are to serve.

### **Church Office**

610.326.1335