

Resurrection Lutheran Church

Acolyte Ministry

CONTACT INFORMATION:

Acolyte Coordinator: Ms. Linda Luehrs Wolfe
281-651-8981 home
luehrsw@yahoo.com

Director of Celebration: Sarah Wottrich
281-851-6335 cell
sarah@churchthatcares.org

Church: 1612 Meadow Edge Lane, Spring, TX 77388
281-353-4413
281-353-1642 fax
Website: www.churchthatcares.org

Thank you for being part of the acolyte ministry at Resurrection! We want you to enjoy your service to God and to take your role seriously as all of your actions as an acolyte should show respect to God and honor Him. If you have any questions about your role after reading this please don't hesitate to contact us.

Note: A copy of this document and the current schedule can be found on the website!

ACOLYTE DUTIES

1. Check your e-mail on the Friday before the service for which you are scheduled and read the e-mail regarding the Sunday details. If you have any questions about the e-mail, ask! Don't forget to get a sub if you can't serve and let the acolyte coordinator know who will be serving in your place.
2. **Unless otherwise directed**, be at church **15 minutes** before the service is to begin.
3. Go to the choir room to **get robed** before the service. Robing consists of:
 - a. putting on the acolyte robe (be sure robe is not too short or too long)
 - b. tying the robe with a cincture belt (this goes around your waist not low on your hips)
 - c. white gloves (used only for processions and usually will be kept under the chairs)
4. A **taper** (lighting stick) is what you use to light the candles. The staff member, elder, or acolyte coordinator getting you ready to acolyte will light the **taper** before you go out to light the candles. Do not lay the taper down as the oil will leak out.
5. Go out to light the candles 5 minutes before the service (or when the staff person, elder or coordinator directs you). Normally either an elder or acolyte coordinator will pray with you prior to your going into the church to light the candles.
6. Your responsibility is to serve during the service so you need to be alert to any needs that the pastors may have, including during the children's message. You also need to actively worship.

LIGHTING THE CANDLES:

- A. Walk slowly and with respect to the center in front of the steps leading up to the altar. When there are two acolytes, walk in single file (*the person with the taper walks in first*) to the center of the front of the steps. Standing side by side, bow - slowly and worshipfully - towards the **altar**. (*You are acknowledging the fact that you are stepping into a holy area.*)
- B. Walk up the steps together side by side (or by yourself if you are alone). The person lighting the candles will proceed directly to the altar to light the candle on the right of the altar and then to the candle on the left of the altar. If there is a second acolyte, this person waits at the top of the steps.
- C. Unless otherwise directed, you will also need to light the Christ candle. After lighting the second altar candle, proceed to the Christ candle and return to the center in front of the altar (next to your acolyte partner if there are two of you.) Bow again.
- D. Walk to the opposite side of the altar area behind the praise team area, blow out the taper and place it in the stand.
- E. Go to your seats. **Unless otherwise directed:**
 1. During early service, acolytes will sit in the altar area behind the praise team.
 2. During late service, sit in the front pew on the same side as you entered the church (please do not bring friends to sit with you in the front pew).

GOSPEL PROCESSIONAL & RESSIONAL:

On special occasions, one acolyte will need to get the processional cross by the pulpit (make sure to have your gloves on) and carry it down the center aisle to about the 3rd or 4th pew from the front. Then turn and face Pastor. Stand there, keeping the cross upright, until Pastor finishes the Gospel Reading and then you will put the cross back in the stand (*line up the cross so it is facing the congregation*) and move to sit back down.

ASSISTING WITH COMMUNION:

A. Early Service:

1. When communion is served, go forward to the altar side of the communion rail when the **elders** come forward. If you are confirmed, join the elders to receive communion. Be sure to take your communion basket with you to collect the communion cups.
 - A. If there are two acolytes, one of you will be on the left side and one on the right side (each with a different team). You will **follow** the Pastor with the common cup to collect the individual communion cups. (Do not walk in front of him, but behind him. That way he can see who is holding individual cups and will know who wants the common cup instead.) If someone has finished taking communion and is in prayer, it is fine to gently remove the cup from their hands so you can continue collecting the remaining cups. If someone can't kneel (*reach across the rails to collect the cup*) or is in a wheelchair (*you may need to walk around the rail to gather the cup*) determine the best way to assist.
 - B. If there is one acolyte, you will need to stand in the middle of the two front pews. At the end of communion, watch for any choir that is coming down from the side. You may need to move next to the organ for the last few groups.
2. When finished with your communion duties, hand the baskets to the communion assistants.

B. Late Service:

1. If you are confirmed, join the elders to receive communion.
 - A. If there are two acolytes, each acolyte will hold a basket next to the front pew (one on the right side of the center aisle and one on the left side of the center aisle) to receive the communion cups.
 - B. If there is only acolyte, stand in the middle of the center aisle so you can collect communion cups from both sides.
2. Please do not stack the cups or play with them so as not to distract others in worship.
3. When finished with your communion duties, hand the baskets to the communion assistants.

PRAYER CARDS:

- A. Early Service: Walk to the steps (only one acolyte) and take the prayer cards from the usher and either set them on the altar or hand them to a Pastor who is at the altar. This normally occurs at the beginning of the offering time.
- B. Late Service: The Usher will come forward at the offering time with the Prayer cards and either hand them to the Pastor in the pew; or may hand them to an acolyte who then passes them along to the Pastor. If, for some reason, there isn't a Pastor in the pew, take them and walk them to the Pastor at the altar.

EXTINGUISHING THE CANDLES:

- A. Watch for Pastor to nod to you during the final hymn/song. If for some reason this doesn't happen, be sure you start by about the second to the last verse of the final hymn/song.
- B. Early Service: Carrying the taper, proceed to the altar and, standing side by side (if two acolytes) or Late Service: Approach the front of the steps and bow slowly and respectfully. Proceed up the steps (if there are two acolytes one will wait at the top of the steps). One acolyte will walk to get the **taper** (lighting stick).
- C. Extinguish the altar candle to your right. Walk to the candle on the left. Before extinguishing the last altar candle light the taper and then extinguish the altar candle. If the Christ candle is lit, wait to light the taper with the Christ candle after extinguishing both altar candles.
- D. Return to the top area of the steps facing the altar. Bow slowly and reverently. Walk straight down the steps and go out the center aisle to leave. Once you walk out the doors you may blow out the taper. (If there are two acolytes, walk out of the church side by side).
- E. In the choir room: hang up your **taper** on the hook, take off your **acolyte robe** and hang it **neatly** on the hanger, and hang up the belt.
- F. If you notice that one of the robes is torn or is stained, please let the acolyte coordinator know so it can be cleaned or fixed.