

# ACOLYTE MANUAL

REVISED: FEAST OF THE ANNUNCIATION OF OUR LORD, AD 2011

*Father, thank you for  
asking me to be an acolyte.  
Give me the grace and peace  
to be available to you and  
Good Shepherd as we worship  
and praise you; through  
Jesus Christ, our Lord.  
Amen*

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## THE ACOLYTE'S ROLE IN WORSHIP

A guiding principle within Anglicanism is the archaic rule of *lex orandi, lex credendi*. Loosely translated as “the law of prayer is the law of belief,” the attitude of *lex orandi, lex credendi* extends the doctrine and dogma of our faith into the expression of how we worship. For us, worship conveys what we believe by providing us the venue to physically enact that which we proclaim to be true.

We are a liturgical church that shares in a tradition of worship that goes back to the age of the Patriarchs. The word liturgy comes from the Greek word meaning, “the work of the people.” We are very intentional in orchestrating the liturgy, not because we want it to be pretty (or because we have an obsession), but because it is the enactment of what we believe: it is our offering to God.

As an acolyte, you are a member of the Lay Ministry of the Church. To participate as an acolyte is a privilege. Acolytes offer their time and talent to God by assisting the Clergy during worship services, and make a contribution to the spiritual life of the congregation. You are a worship leader, and with that role comes great responsibility.

Your responsibility is to faithfully execute your duties and actively participate in worship without calling attention to yourself (causing others to be distracted and thereby taking away from their worship and time with God). Acolytes are an integral part of the worship service—our worship would not be complete without you.

Thank you for your service to the parish of the Episcopal Church of the Good Shepherd. This manual has been designed to help you execute your duties as faithfully as possible. May you be as blessed by your service before God, as you are a blessing to others.

## ACOLYTE POLICIES

### Scheduling

The acolyte schedule will be mailed quarterly to each of the acolytes. Please make notes on your family calendar of when you will be serving, and find a substitute if you are not able to serve. The Acolyte Director will call and/or email a reminder during the week prior to your scheduled service. Please reply to the email/phone call to confirm that you will be there on Sunday. Review your manual a day or two before to be sure that you know all your duties.

### Substituting

If you are unable to serve an assigned Sunday, please find a substitute as soon as possible (do not wait until the week before you are scheduled to find a replacement). Both you and your substitute must notify both of the directors of your respective teams upon finding a substitute.

### Teams

In order to encourage community and accountability, all acolytes are assigned a team with two adult directors. It is our intention that through fellowship and common service, team members will encourage and support each other when serving at the Altar. Senior acolytes are expected to model good behavior and proper execution of their duties as mentors to the junior acolytes.

### Promotion

All incoming middle school students will enter the program at the Flag/Banner Bearer level; all incoming high school students will enter the program at the Torch Bearer level. Beyond those introductory levels, it is the team acolyte director's prerogative as to promoting to senior acolyte positions. Directors take into account faithfulness of service, proficiency in liturgical responsibilities, and team need when selecting acolytes to promote.

<b>Church of the Good Shepherd Acolyte Service Levels</b>		
1st	First Cross	Positions are Based on Service
2nd	Second Cross	
SS	Senior Server	
G	Gospel Bearer	
JR	Junior Server	
TB (4)	Torch Bearer	9 <sup>th</sup> – 12 <sup>th</sup> Grade
FB (2)	Flag Bearer	7 <sup>th</sup> - 8 <sup>th</sup> Grade
B (2)	Banner Bearer	

### Recognition and Awards

Acolytes are awarded three distinct honors based upon service. After serving approximately five years (sixty-five services), the acolyte is awarded the James Avery Cross. After serving approximately six years (seventy-five services), the acolyte is awarded the James Avery Ring. Both of these awards are given to the acolytes to keep. Acolytes who go above and beyond their service assignments (one hundred services) are added to the Distinguished Acolyte Service Award Plaque.

## BASIC INSTRUCTION

### Attire and Dress Code

Part of being a servant is not drawing attention to yourself; just because you are wearing an alb does not mean people cannot tell what you have on underneath it. What you wear to church is your decision; that being said please do not look like you just rolled out of bed and threw a t-shirt and athletic shorts on days when you are scheduled to serve. **Remember that you are serving Christ at His Altar, come to serve neatly dressed and well groomed.**

Please adhere to the dress code (detailed below) on the following days (in addition to Confirmation and all funerals and weddings):

- Christmas (Christmas Eve)
- Baptism of our Lord
- Ash Wednesday (and the following Sunday)
- Palm Sunday
- Easter
- Whitsunday
- All Saint's Day

Ladies: A subdued outfit with closed toe shoes (preferably black).

Gentlemen: A golf shirt (or long-sleeved button down), khaki pants, and closed toe shoes (preferably black—no flip-flops or tennis shoes).

### Arrival Time

Please arrive at least **20 minutes before the start of the 10:30 a.m. service** (fifteen minutes prior to the 8:00 a.m. service) to vest, review your duties, and mark your service on the Acolyte Services Chart. If you have any questions, ask a Senior Acolyte or the Acolyte Director as soon as you arrive.

<u>Service Time</u>	<u>Acolyte Arrival Time</u>
8:00	7:45
10:30	10:10

### Vesting

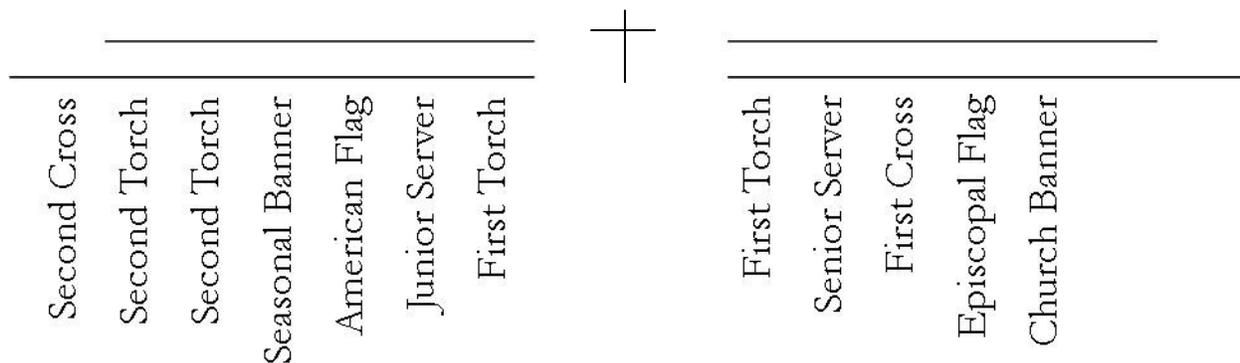
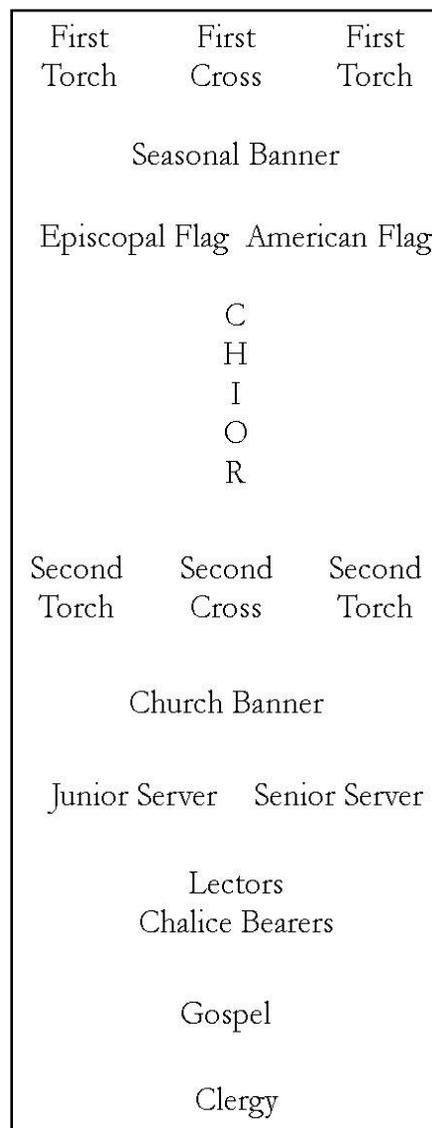
Put on the Alb: Find an appropriately sized alb in the Acolyte Closet and put it on. First snap the button over the left shoulder, then tie the ties (these should be hanging over your left hip) like you would your shoe laces. Snap the remaining two buttons together over your right shoulder.

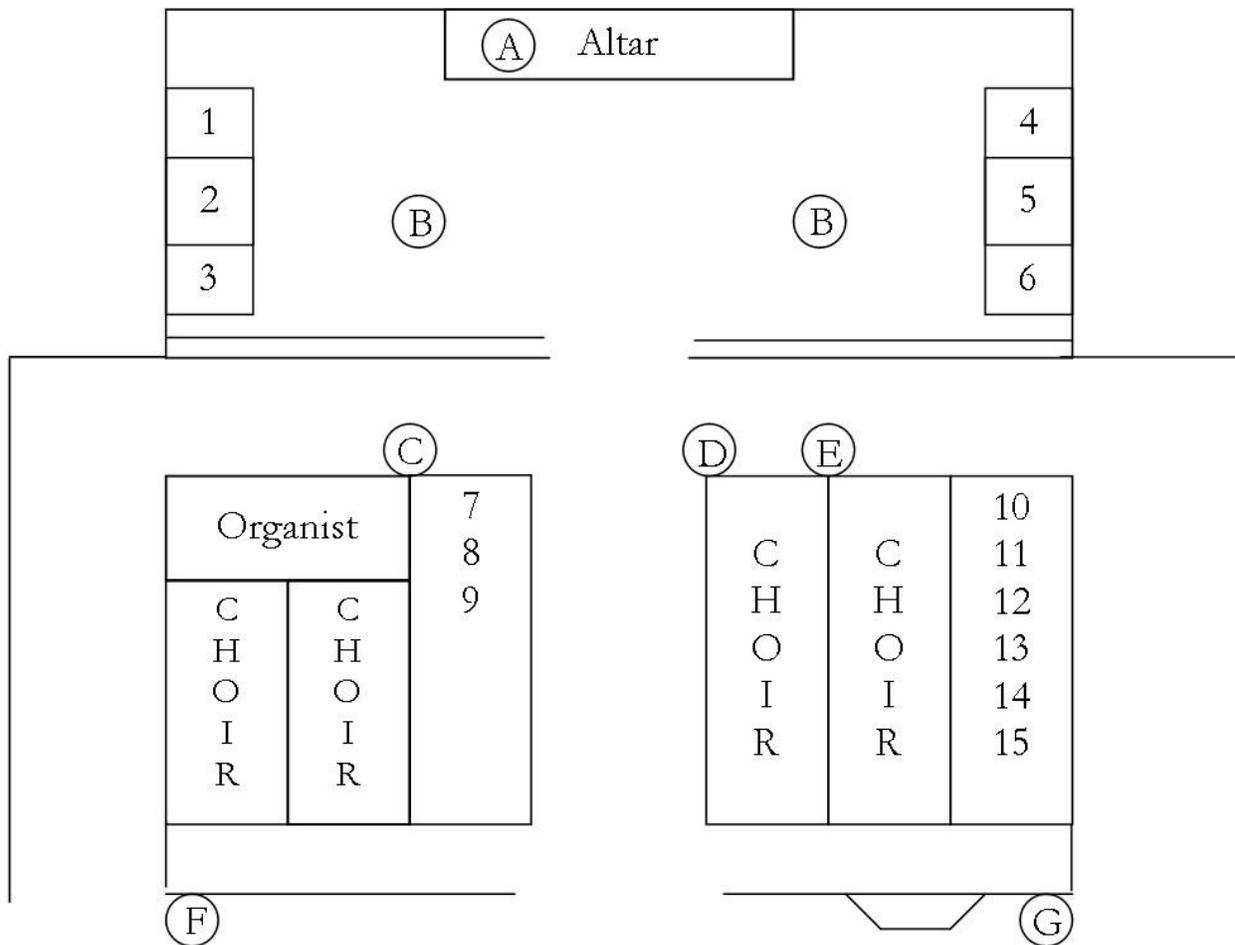
Tie the Cincture: Tie the cincture according to the diagram hanging up on the Acolyte Closet door. Make sure the knot is adjusted to your left side. Once you have done this, be sure to have a senior acolyte check your pleats on the back of your alb.

Put on your Cross: The chain should run under the hood of your alb.

## PROCESSION AND SEATING

- Center yourself in the aisle as a unit (Front Torches and First Cross, Flags, Junior and Senior Servers, Gospel Torches and Gospel Bearer).
- Allow the unit before you to move to the fourth pew before you move.
- The first movement is made with the right foot.
- Take care to hold you accoutrements in the appropriate manner:
  - Torches are held at the same height, with the right hand turned out and touching the nose, and left hand turned in at your bellybutton.
  - Crosses are to be held upright, with the right hand turned out and touching the nose, and left hand turned in at your bellybutton.
  - Banners are held upright (if possible), with the right hand holding the bottom of the banner to the pole. If you are unable to hold it upright, tilt it forward with the pole on your right side.
  - Flags are to be tilted forward with the pole on your right side.
  - The Gospel Book is held above the head with two hands
- Upon lining up at the Altar Rail (detailed below), everyone, with the exception of the First Torches and Gospel Bearer, waits for the Priest and reverences the Cross with him, and then takes his/her seat according to the diagram on the next page. The Gospel Bearer continues straight into the Sanctuary flanked by the First Torches.





Seat Number	Occupant	Letter	Appointment	Seat Number	Occupant
1	Junior Server	A	Gospel Book	4	SS
2	Clergy	B	First Torches	5	Celebrant
3	Gospel Bearer	C	American Flag	6	1st Cross
7	2nd Cross	D	First Cross	10	First Torch
8	Second Torch	E	Episcopal Flag	11	First Torch
9	Second Torch	F	Seasonal Banner	12	American Flag
		G	Church Banner	13	Seasonal Banner
		<i>Second Cross, Torches to Sacristy</i>		14	Episcopal Flag
				15	Church Banner

## **BANNER BEARERS**

### **Before the Service**

- Be vested in alb, cincture, and cross fifteen minutes before the service.
- Check in with the team directors to get your assignments (whether you carry the Seasonal or Church Banner).
- Retrieve your banner from the front of the Nave and wait in the Sacristy hallway.

### **Processional**

- The Seasonal Banner is processed immediately behind the First Cross; the Church Banner is processed immediately behind the Second Cross.
- Wait four pews between you and the person in front of you.
- Upon reaching the Chancel steps, the Seasonal Banner bearer turns to the left; the Church Banner bearer turns to his/her right.
- Place the banner into its holder and straighten it
- Go through the hallways to the Altar Rail.
- After reverencing the Cross with the Priest, move to your seat in the Chancel area facing the organ.

### **During the Service**

- Follow the service and participate in it. Remember newcomers watch you to know what to do, so model good behavior.
- Face the Gospeller during the reading of the Gospel.
- Face the Altar during the Doxology and the Creed.
- Do not talk during the service.

### **During Communion**

- Go to the Altar Rail to receive Communion with the other acolytes.
- After receiving Communion, walk through the hallway to the doorway. Stand outside the doorway and be prepared to assist anyone who needs help. Smile and be welcoming

### **Recessional**

- When the hymn begins, go through the hallway and get your banner out of the stand.
- Go to the Chancel steps and stand there facing the aisle until time to recess out.
- Recess out in the same position as you processed in.
- Stop at the back of the church and wait for the closing prayer.

### **After the Service**

- Go back through the hall by the Acolyte Room and put the banners back in place.
- Unvest and properly hang up your alb, cincture, and service cross.

## FLAG BEARERS

### Before the Service

- Be vested in alb, cincture, and cross fifteen minutes before the service.
- Check in with the team directors to get your assignments (whether you carry the American or Church Flag).
- Retrieve your flag and wait in the Sacristy hallway.

### Processional

- The flags are processed after the Seasonal Banner: the Episcopal flag is on the left and the American flag is on the right.
- Wait four pews between you and the person in front of you.
- Upon reaching the Altar Rail, cross the Episcopal flag (from the left side to the right) and the American flag (from the right side to the left) and put the flags in their stands: American flag near the organ and the church flag by the cross. When crossing the flags, the Episcopal flag passes closest to the Sanctuary.
- Return to the Altar Rail and reverence with the other acolytes once the Priest reaches the Altar Rail
- Move to your seat in the Chancel area facing the organ.

### During the Service

- Follow the service and participate in it. Remember newcomers watch you to know what to do, so model good behavior.
- Face the Gospeller during the reading of the Gospel.
- Face the Altar during the Doxology and the Creed.
- Do not talk during the service.

### During Communion

- Go to the Altar Rail to receive Communion with the other acolytes.
- After receiving Communion, walk through the hallway to the doorway. Stand outside the doorway and be prepared to assist anyone who needs help. Smile and be welcoming

### Recessional

- When the hymn begins, go get your flag.
- Turn and stand at the second post by the gate.
- Recess out in the same position as you processed in.
- Stop at the back of the church and wait for the closing prayer.

### After the Service

- Go back through the hall by the Acolyte Room and put the flag back in its place.
- Unvest and properly hang up your alb, cincture, and service cross.

## FIRST TORCHES

### Before the Service

- Be vested in alb, cincture, and cross fifteen minutes before the service.
- Gather your torches and set out the stand in the Sanctuary

**Processional**

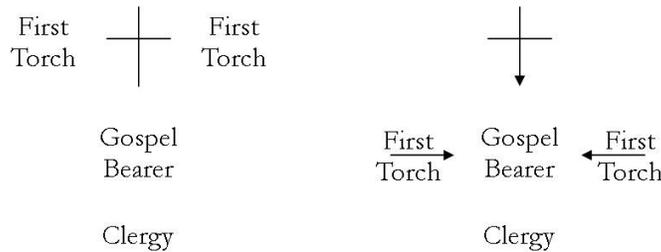
- Flank the First Cross in the opening procession.
- Wait at the gate of the Altar Rail for the Gospel Bearer and enter the Sanctuary together.
- Put your torches in the stands, and exit the Sanctuary.
- Reverence the cross together.
- Take your seat on the right side of the Chancel (so when you sit, you are facing the organist).

**During the Service**

- Follow the service and participate in it. Remember newcomers watch you to know what to do, so model good behavior.
- Face the Altar during the Doxology and the Creed.
- Do not talk during the service.

**Gospel Procession/Recession**

- At the beginning of the sequence hymn (the one before the Gospel proclamation), fetch your torch and meet the Crucifer in front of the Altar Gate, facing the Altar.
- As soon as the Gospel Bearer picks up the Gospel Book, turn in towards the Crucifer and process down the aisle.
- Flank the Crucifer to about the first wooden door (seventh pew).
- Turn and face each other, resting the torches on the floor, so that the Gospel Bearer is standing between you.



**In Procession**

**During the Proclamation**

- After the Gospel, the Gospel Bearer and Gospeller will step to the side. Process with the Crucifer back to the Altar Gate.
- Wait at the gate of the Altar Rail for the Gospel Bearer and enter the Sanctuary together.
- Put your torches in the stands, and exit the Sanctuary.
- Wait for the First Cross and reverence the Cross together.

**During Communion**

- Go to the Altar Rail to receive Communion with the other acolytes.

**Recessional**

- When the recessional hymn begins, go to the Altar Gate together, bow, and get your torch
- Line up outside the Altar Gate with the Crucifer, facing the Altar.
- Turn in towards the Crucifer as soon as the singing begins
- Stop at the back of the church and wait for the closing prayer.

### **After the Service**

- Go back through the hall by the Acolyte Room and put the torches back in the Cross closet.
- Unvest and properly hang up your alb, cincture, and service cross.

## **SECOND TORCHES**

### **Before the Service**

- Be vested in alb, cincture, and cross fifteen minutes before the service.
- Gather your torches and make sure the stands are in the Sacristy

### **Processional**

- Flank the Second Cross in the opening procession.
- Once you reach the Altar Rail, stop.
- Turn to your left and place your torch in the Sacristy.
- Line back up at the Altar Rail, and reverence with the Priest and rest of the acolytes.
- Take your seat on the left side of the Chancel (so when you sit, you are in front of the organist).

### **During the Service**

- Follow the service and participate in it. Remember newcomers watch you to know what to do, so model good behavior.
- Face the Gospeller during the reading of the Gospel.
- Face the Altar during the Doxology and the Creed.
- Do not talk during the service.

### **Offertory and Presentation of the Gifts**

- When the Junior server exits the Sanctuary to take the offertory plates to the ushers, go to the Altar Gate, bow together, turn and proceed to the Chancel steps
- Receive the cruets for the water and wine.
- Return to the Altar Gate and give the cruets to the Senior Server, bow, and return to your seats.

### **During Communion**

- Go to the Altar Rail to receive Communion with the other acolytes.
- Once you have received Communion, go wait in the Sacristy and light your torches

### **Recessional**

- Once the First Cross and Torches have turned to begin the recession, move directly in front of the Altar Gate (so no one can get out) in the order of Torch-Cross-Torch.
- Turn in towards the Crucifer once the choir has exited the Chancel (the Gospel Bearer will let you know when).
- Stop at the back of the church and wait for the closing prayer.

### **After the Service**

- Go and put the torches back in the Acolyte Room.
- Unvest and properly hang up your alb, cincture, and service cross.

## CANDLE LIGHTING PROCEDURE

**Morning Prayer:** Office Candles Only  
**Holy Eucharist:** Office Candles and Eucharist Candles

The first candle(s) lit are either the Paschal Candle (on days of Baptism and Funerals and throughout the Easter season) or the Advent Wreath.

### Order for Lighting Candles

<b>Office Candles:</b>	8	7	6	+	3	4	5
<b>Eucharist Candles:</b>		2				1	

The candles are to be lit as though you are spreading the word of God – from the Altar outward, from the inside candles toward the outside candles. Light the candles on the Epistle (right) side of the Altar first. Light the candles on the Gospel (left) side of the Altar last.

### Order for Extinguishing Candles

<b>Office Candles:</b>		1	2	3	+	6	5	4
<b>Eucharist Candles:</b>			7				8	

The candles are to be put out as though you are bringing the Word of God back to the Altar—from the outside candles inward, toward the inside candles. Extinguish the candles on the Gospel (left) side of the Altar first. Extinguish the candles on the Epistle (right) side of the Altar last. The last candles extinguished are either the Paschal Candle or Advent Wreath.

## JUNIOR SERVER

### Before the Service

- Be vested in alb, cincture, and cross fifteen minutes before the service.
- Light the candles according to the Candle Lighting Procedures.

### Processional

- Walk with the Senior Server in the opening procession.
- Once you reach the Altar Rail, stop and move to your left, to the right of the First Torch
- Reverence with the other acolytes once the Priest reaches the Altar Rail
- Be seated in the Sanctuary on the Gospel (left) side.

### **During the Service**

- Follow the service and participate in it. Remember newcomers and the younger acolytes watch you to know what to do, so model good behavior.
- Face the Gospeller during the reading of the Gospel.
- Face the Altar during the Doxology and the Creed.
- Do not talk during the service.

### **Offertory and Presentation of the Gifts**

- After the offertory sentences, go to the Altar Rail gate and receive the alms basin and offertory plates from the Senior Server.
- Wait for the Torch Bearers, then bow together and walk to the top of the Chancel steps.
- Give the offertory plates to the ushers, beginning on your left and moving to your right.
- After the Torch Bearers receive the Communion vessels, turn and walk with them back to the Altar Rail.
- Make sure the Priest gets the Card off the tray with the Communion count. Then sit on the kneelers next to the organ and wait there until the offertory is over.
- As soon as the hymn is over, go to the Chancel steps to wait for the ushers to come forward. Step down on the first step and receive the offertory plates on the alms basin.
- Turn and walk back to the Altar Rail.
- Give the alms basin and offertory plates to the Senior Server.
- Move the cushion and close the Altar Gate (don't wait for the Doxology to be over).
- Return to your place.

### **During Communion**

- Receive Communion kneeling at the Pavement
- Immediately after the last person has cleared the Altar Gate, open the gate and move the cushion. Do this quickly, as the Priest may have to take Communion to members of the congregation who are unable to come up to the Altar Rail.

### **Recessional**

- Wait inside the sanctuary until the Second Cross and Torches have turned to go
- Recess with the Senior Server
- Stop at the back of the church and wait for the closing prayer.

### **After the Service**

- Extinguish the candles.
- Unvest and properly hang up your alb, cincture, and service cross.

## **GOSPEL BEARER**

### **Before the Service**

- Be vested in alb, cincture, and cross fifteen minutes before the service.
- Get the Gospel Book (usually by the pulpit or under the credence table) and wait in the hallway

### **Processional**

- Walk behind the lay readers and before the Clergy.

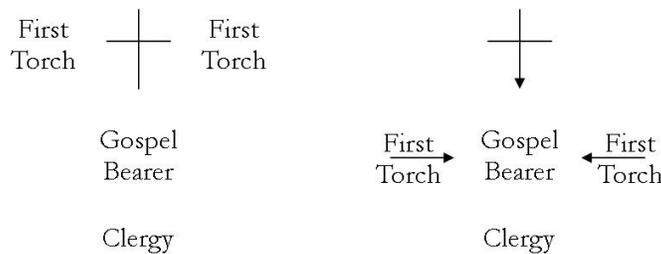
- Once you reach the Altar Rail, proceed immediately into the Sanctuary.
- Place the Gospel Book, face up, on the left side of the Altar.
- Move to your seat on the Gospel (left) side of the Sanctuary.

**During the Service**

- Follow the service and participate in it. Remember newcomers and the younger acolytes watch you to know what to do, so model good behavior.
- Face the Altar during the Doxology and the Creed.
- Do not talk during the service.

**Gospel Procession/Recession**

- During the Sequence Hymn, wait for the cue from the Priest to go and pick up the Gospel Book.
- Once you pick it up, turn towards your right and follow the Crucifer and Torches out into the congregation.
- At the first wooden door, stop, turn towards your right and hold the Book until the Gospeller is ready to proclaim the Gospel. You should be flanked by the two Torches
- Hold the book for the Priest; if the Priest would prefer to hold the book himself, hold your hands together, palms touching, at the bottom of your chest.



**In Procession**

**During the Proclamation**

- After the Gospel, step to the opposite side of the aisle from the Gospeller.
- Process behind the Crucifer back to the Altar Gate.
- Once you reach the Altar Rail, proceed immediately into the Sanctuary.
- Place the Gospel Book, face up, on the left side of the Altar.
- Move to your seat on the Gospel (left) side of the Sanctuary.

**During Communion**

- Receive Communion kneeling at the Pavement

**Recessional**

- Retrieve the Gospel Book and wait on the Pavement Steps
- Nod when the choir has exited the Chancel so the Second Cross and Torches know when to turn.
- Recess behind the Lay Readers
- Stop at the back of the church and wait for the closing prayer.

**After the Service**

- Return the Gospel Book to the credence table
- Unvest and properly hang up your alb, cincture, and service cross.

## SENIOR SERVER

### Before the Service

- Be vested in alb, cincture, and cross fifteen minutes before the service.
- Check and make sure all of the younger acolyte have vested correctly.

### Processional

- Walk with the Junior Server in the opening procession.
- Once you reach the Altar Rail, stop and move to your right, to the left of the First Torch
- Reverence with the other acolytes once the Priest reaches the Altar Rail
- Be seated in the Sanctuary on the Epistle (right) side.

### During the Service

- Follow the service and participate in it. Remember newcomers and the younger acolytes watch you to know what to do, so model good behavior.
- Face the Gospeller during the reading of the Gospel.
- Face the Altar during the Doxology and the Creed.
- Do not talk during the service.

### Offertory and Presentation of the Gifts

- After the offertory sentences, take the plates to the Junior Server at the Altar Gate.
- Remain at the Altar Rail to receive the cruets (with the Crucifer's help) from the Torch Bearers.
- Hand them to the Priest, and then go back to the Credence Table.
- Upon request, be prepared to hand items (handle first) to the Priest or receive items back to put on the Credence Table:
  - Ciborium and/or Lid (bread/wafer)
  - Cruet (V) – wine (Vino is Latin for wine)
  - Cruet (A) – water (Agua is Latin for water)
  - Flagon (large cruet) - wine
  - Chalice (cup)
- During the Doxology, receive the offertory plates from the Junior Server at the Altar Rail.
- After handing the plates to the Priest, go back to your seat

### During Communion

- Receive Communion kneeling at the Pavement
- Watch for cues from the Priest and assist as needed - before, during and after Communion.
- Stand by the Credence Table to help clean the Altar Table after Communion is over.

### Recessional

- Wait inside the sanctuary until the Second Cross and Torches have turned to go
- Recess with the Junior Server
- Stop at the back of the church and wait for the closing prayer.

### After the Service

- Unvest and properly hang up your alb, cincture, and service cross.
- Stay to make sure all of the other acolytes hang up their albs correctly and neatly.

# FIRST CROSS

## Before the Service

- Be vested in alb, cincture, and cross fifteen minutes before the service.
- Get the Processional Cross out of the Cross Closet

## Processional

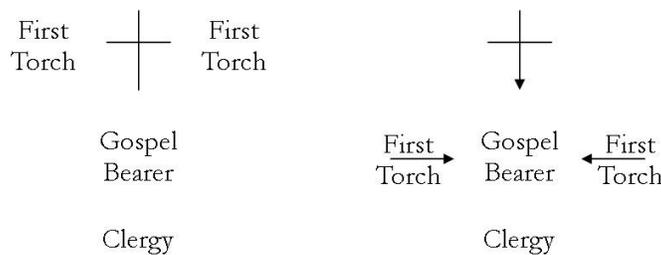
- Lead the procession (begin once the singing begins). Hold the base of the Cross with your left hand at your bellybutton and right hand at your nose.
- Once you come to the Altar Gate, stop, and then move all the way to the portal on your right.
- Once the choir is seated, place the Cross in its holder
- Reverence with the other acolytes once the Priest reaches the Altar Rail
- Be seated in the Sanctuary on the Epistle (right) side.

## During the Service

- Follow the service and participate in it. Remember newcomers and younger acolytes watch you to know what to do, so model good behavior.
- Face the Altar during the Doxology and the Creed.
- Do not talk during the service.

## Gospel Procession/Recession

- At the beginning of the sequence hymn (the one before the Gospel proclamation), fetch your Cross and wait in front of the Altar Gate, facing the Altar.
- As soon as the Gospel Bearer picks up the Gospel Book, turn to your right and process down the aisle.
- Stop at about the first wooden door (seventh pew).
- Turn and face each other, resting the cross on the floor, so that the Gospel Bearer is standing between you and the Gospeller.



**In Procession**

**During the Proclamation**

- After the Gospel, the Gospel Bearer and Gospeller will step to the side. Process back to the Altar Gate.
- Replace your Cross and wait for the Torches to exit the Sanctuary
- Reverence the Cross together and be seated.

## During Communion

- Receive Communion kneeling at the Pavement

## Recessional

- When the recessional hymn begins, go fetch your Cross and line up facing the Altar

- Turn in towards your right as soon as the singing begins.
- Stop at the back of the church and wait for the closing prayer.

### **After the Service**

- Go back through the hall by the Acolyte Room and put the Cross back in the Cross Closet.
- Unvest and properly hang up your alb, cincture, and service cross.

## **SECOND CROSS**

### **Before the Service**

- Be vested in alb, cincture, and cross fifteen minutes before the service.
- Gather your cross and make sure the stand is in the Sacristy

### **Processional**

- Process immediately behind the choir in the opening procession.
- Once you reach the Altar Rail, stop.
- Turn to your left and place your Cross in the Sacristy.
- Line back up at the Altar Rail, and reverence with the Priest and rest of the acolytes.
- Take your seat on the left side of the Chancel (so when you sit, you are in front of the organist).

### **During the Service**

- Follow the service and participate in it. Remember newcomers and younger acolytes watch you to know what to do, so model good behavior.
- During the service, it is your responsibility to ensure the younger acolytes are actively participating in the service. Make sure they are paying attention and not talking. Tell them to stop it, if they are.
- Face the Gospeller during the reading of the Gospel.
- Face the Altar during the Doxology and the Creed.
- Do not talk during the service.

### **During Communion**

- Go to the Altar Rail to receive Communion with the other acolytes.
- Once you have received Communion, go wait in the Sacristy

### **Recessional**

- Once the First Cross and Torches have turned to begin the recession, move directly in front of the Altar Gate (so no one can get out) in the order of Torch-Cross-Torch.
- Turn in towards your right once the choir has exited the Chancel (the Gospel Bearer will let you know when).
- Stop at the back of the church and wait for the closing prayer.

### **After the Service**

- Go and put the cross back in the Acolyte Room.
- Unvest and properly hang up your alb, cincture, and service cross.

## 8:00 A.M. SERVICE

### **Before the Service**

- Be vested in alb, cincture, and cross fifteen minutes before the service.
- Light the candles according to the Candle Lighting Procedures.

### **Processional**

- Lead the procession out of the Sacristy and stop on the far side of the Altar Rail
- Reverence with the Priest
- Be seated in the Sanctuary on the Epistle (right) side.

### **During the Service**

- Face the Altar during the Doxology and the Creed.
- Do not talk/fall sleep during the service.

### **Preparation of the Table**

- Upon request, be prepared to hand items (handle first) to the Priest or receive items back to put on the Credence Table:
  - Ciborium and/or Lid (bread/wafer)
  - Cruet (V) – wine (Vino is Latin for wine)
  - Cruet (A) – water (Agua is Latin for water)
  - Flagon (large cruet) - wine
  - Chalice (cup)
- Once the table has been set, move the cushion and close the Altar Gate
- Return to your place.

### **During Communion**

- Receive Communion kneeling at the Pavement
- Watch for cues from the Priest and assist as needed - before, during and after Communion.
- Immediately after the last person has cleared the Altar Gate, open the gate and move the cushion. Do this quickly, as the Priest may have to take Communion to members of the congregation who are unable to come up to the Altar Rail.
- Stand by the Credence Table to help clean the Altar Table after Communion is over.

### **Recessional**

- Exit the Sanctuary and walk into the Sacristy

### **After the Service**

- Extinguish the candles.
- Unvest and properly hang up your alb, cincture, and service cross.

## BAPTISMS

The Baptism Ritual follows the same form as the service at which it takes place, except for the following additions:

- Following the sermon/homily, the Senior Server and First Cross process (led by the First Cross) to the Chancel Steps.
- After the Presentation and Examination of the Candidates and the Prayers of the People, the First Cross leads the procession to the Baptistry, standing in the right corner, facing the font.
- The Senior Server moves with the Clergy to the left corner of the Baptistry.
  - Stand between the table and the Baptismal Font.
  - Be prepared to hand items (water and oil) to the Priest or receive items back to put on the table.
- After the Baptism, follow the First Cross and Senior Server in the procession back to the Sanctuary
- Return to your seat.

## WEDDINGS

### **Before the Service**

- Be vested in alb, cincture, and cross fifteen minutes before the service.
- Light the candles according to the Candle Lighting Procedures

### **Processional**

- Lead the procession during the opening hymn as the Crucifer.
- As soon as you get to the Altar Rail, pause and then put the Cross up.
- If there is Eucharist, enter the sanctuary; otherwise remain in the Choir.

### **During the Service**

- Face the Altar during the Doxology.
- Following along in the BCP so you know what to say and do.

### **During the Marriage**

- Go to the Chancel Steps with the Priest and be willing to hold the Prayer Book/help with the binding of the hands

### **Preparation of the Table (if there is Eucharist)**

- Upon request, be prepared to hand items (handle first) to the Priest or receive items back to put on the Credence Table:
  - Ciborium and/or Lid (bread/wafer)
  - Cruet (V) – wine (Vino is Latin for wine)
  - Cruet (A) – water (Agua is Latin for water)
  - Flagon (large cruet) - wine
  - Chalice (cup)
- Once the table has been set, move the cushion and close the Altar Gate
- Return to your place.

### **During Communion**

- Receive Communion kneeling at the Pavement
- Watch for cues from the Priest and assist as needed - before, during and after Communion.
- Immediately after the last person has cleared the Altar Gate, open the gate and move the cushion. Do this quickly, as the Priest may have to take Communion to members of the congregation who are unable to come up to the Altar Rail.
- Stand by the Credence Table to help clean the Altar Table after Communion is over.

### **Recessional**

- Process out the back of the church.

### **After the Service**

- Extinguish the candles.
- Unvest and properly hang up your alb, cincture, and service cross.

## **FUNERALS**

### **Before the Service**

- Be vested in cassock and surplice fifteen minutes before the service.
- Light the candles according to the Candle Lighting Procedures (make sure the Paschal Candle is lit).

### **Processional**

- Lead the procession during the opening anthems as the Crucifer.
- As soon as you get to the Altar Rail, pause and then put the Cross up.
- If there is Eucharist, enter the sanctuary; otherwise remain in the Choir.

### **During the Service**

- Face the Altar during the Doxology and the Creed.
- Following along in the BCP so you know what to say

### **Preparation of the Table (if there is Eucharist)**

- Upon request, be prepared to hand items (handle first) to the Priest or receive items back to put on the Credence Table:
  - Ciborium and/or Lid (bread/wafer)
  - Cruet (V) – wine (Vino is Latin for wine)
  - Cruet (A) – water (Agua is Latin for water)
  - Flagon (large cruet) - wine
  - Chalice (cup)
- Once the table has been set, move the cushion and close the Altar Gate
- Return to your place.

### **During Communion**

- Receive Communion kneeling at the Pavement
- Watch for cues from the Priest and assist as needed - before, during and after Communion.
- Immediately after the last person has cleared the Altar Gate, open the gate and move the cushion. Do this quickly, as the Priest may have to take Communion to members of the congregation who are unable to come up to the Altar Rail.
- Stand by the Credence Table to help clean the Altar Table after Communion is over.

### **The Commendation and Committal**

*Either after the Peace or Post-Communion prayer, the soul of the departed will be Commended to the care and keeping of God.*

- Process with the Cross to the top of the Chancel Steps.
- *If the body is to be committed into the Columbarium, the Priest will signal when to process to the Baptistry.*
- *If there is no body, continue with the Recessional*
- *If there is a casket, continue with the Recessional, then hop in your car with the brass (St. James/ Second) Cross and head to the graveside*

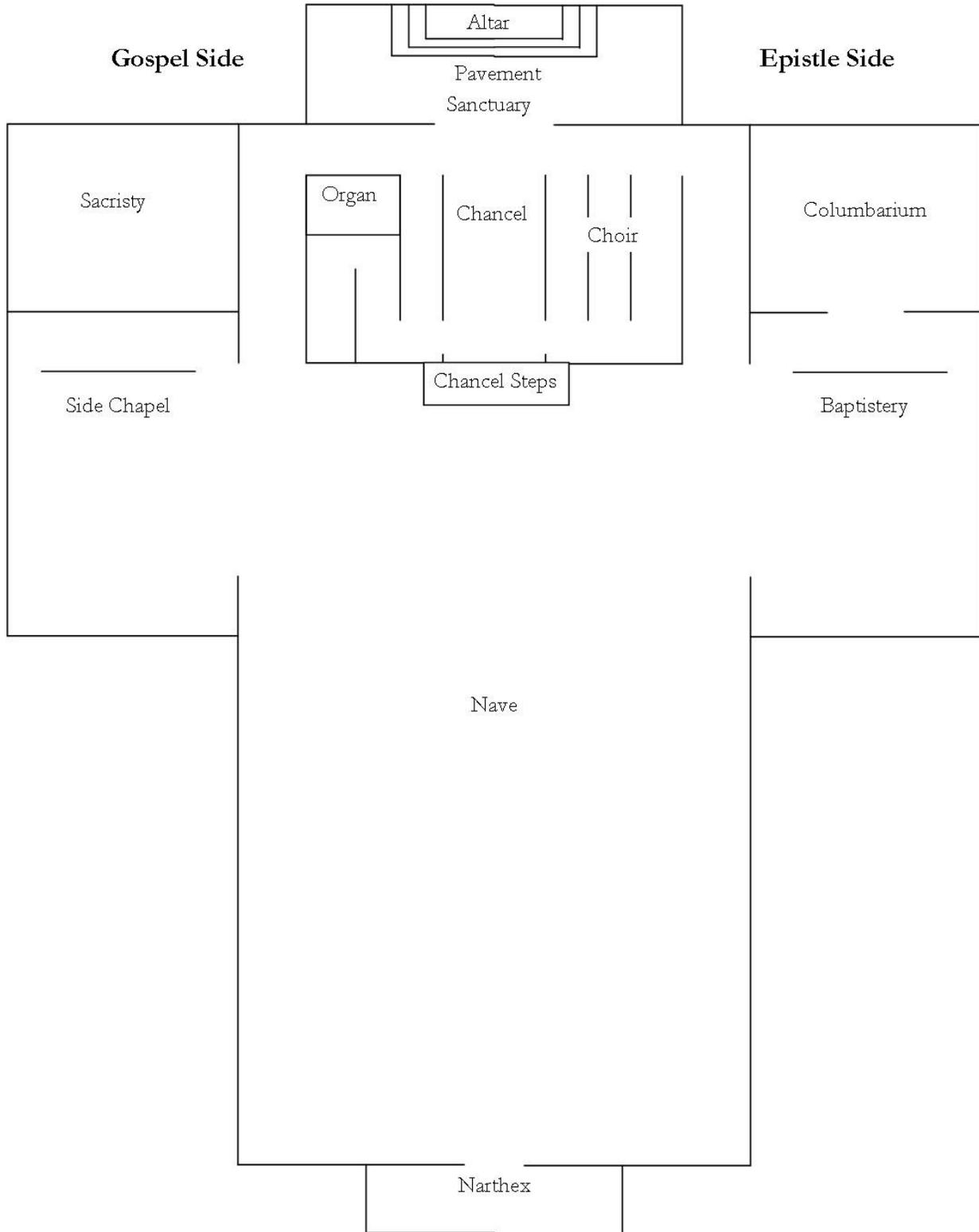
### **Recessional**

- Process out the back of the church; pause once you pass the family to encourage them to follow you.

### **After the Service**

- Extinguish the candles.
- Unvest and properly hang up your alb, cincture, and service cross.

# PARTS OF THE CHURCH



## NOTES: