

ACOLYTE GUIDELINES

10:30 A.M. Service

PREPARATION

- 1) Proper attire is appropriate. No jeans or shorts please.
- 2) Upon arriving for the service inform the Duty Elder that you are the Acolyte for the service.
- 3) Check to see a bulletin and hymnal are at your seat.
- 4) Locate the proper robe size in the robe closet in the Library and put it on. Put the black cassock on first. It should go below your knees but above your shoes. Next select the white surplice to wear over the cassock like a sweater. It should go past your waist.
- 5) After dressing, check the candle lighter to make sure the wick is long enough.

LIGHTING THE CANDLES

- 1) As the organist plays the prelude walk up the center aisle to the platform and stop. Bow to the cross and step up on the platform.
- 2) Light the Paschal candle first (if present). If not present light the candelabras. Light from outside – in (beginning with the right side first, then the left).
- 3) Go to the seat opposite to the Pastor and sit down. Place the candle lighter in the holder.

EXTINGUISHING THE CANDLES

- 1) **As the last hymn begins**, walk back to the center of the altar and bow to the cross.
- 2) Step up on the platform and extinguish the left candle on the altar first (if altar candles are lit). Then extinguish the right candle. (Just the opposite from the way they were lighted).
- 3) Extinguish the candelabra candles next from inside- out (beginning with the left side first).
- 4) Extinguish the Paschal candle last (if present).
- 5) Return to the center and step down. Turn and bow to the cross. Turn and walk slowly to the back of the church.
- 6) At the conclusion of the service remove your robe and hang them neatly in the robe closet for the next person to use.

LIGHTING THE CHRIST CANDLE

- 1) When the Christ candle is present always light that candle first.
- 2) When the Christ candle is present always extinguish that candle last.

LIGHTING THE ALTAR CANDLES

- 1) The altar candles will **ONLY** be lit on Sunday's that Holy Communion is served.
- 2) The altar candles are to be lit when the offering is **being taken**.
- 3) The altar candles are extinguished first.