

ACOLYTE GUIDELINES
Good Shepherd Lutheran Church
February 2019

Schedule:

Scheduling is done by a computer program administered in the church office. The schedule for the month is posted online at <http://gslutheran.org> .

- Check the schedule to see when you are assigned to serve.
- If you know a month in advance that you are unable to serve for a specific date or dates, please do contact the church Office Coordinator, you will not be scheduled.
- If you cannot serve your assigned time, try first to switch with another acolyte, either scheduled that month or any other acolyte. Call the church Office Coordinator with your replacement so that the verger can be informed.
- The church office can help if you can't find a replacement. However, keep in mind that there are many Sunday servants each Sunday. Please make every effort to find your own replacement.
- You will receive an email reminder.

Before the service:

1. Check in with the Verger and let them know that you are here.
2. (8:30) Go to the sacristy and put on your robe, robe belt, and cross.
3. (10:45) Do not put on a robe, but do give some consideration to what you are wearing before you come to church since you will be serving in front of everyone.
4. For the 10:45am service, make sure there is a bulletin at your place in the front left pew. For the 8:30 service, you will be sitting behind the altar in the farthest chair to the left. Make sure there is a bulletin there. It is typically in a binder sitting on your seat.
5. Find the candle lighter. (It is usually hanging on the end of the robe cabinet or is outside the sanctuary doors near the ushers.)
6. Look through the bulletin or ask the Verger if there is a baptism at the service. If there is a baptism, you will also need to light the Christ candle by the baptismal font. The Christ candle may also be lit at other times at the pastor's direction.
7. Stand by the ushers in the narthex before the service starts, and be ready to light the candles.

As the service begins:

1. You will light the candles during the Prelude (8:30) or Gathering Song (10:45).
2. If there is a baptism, or the pastor has asked specially, light the tall Christ candle on your way down the aisle. Take your time lighting and putting out this candle—it is a little trickier than the altar candles. The bell of the lighter must stay over the flame long enough to extinguish it. The pastors will help you with the lighting and putting out if there is an issue.
3. Walk to the front of the sanctuary, bow or nod to the cross, and light the right candle first, then the left candle.
4. After the candles are lit, walk down off the altar platform, and turn or nod to the cross.
5. Walk around the side of the altar, snuff out the flame, and then place the lighter into the lighter holder, by the exit door.
6. Go and sit down in the pew, or behind the altar in the farthest seat to the left.
During Advent, you will also be asked to light the Advent wreath candles. Ask the pastor or Verger how many candles to light for that week and when in the service to light them.

Communion:

1. After we say the Lord's Prayer, there is an Invitation to Communion. When the first song begins, go to the altar rail on the left side and kneel to receive communion or a blessing.
2. After you have received the communion or blessing, stand up and walk up the back steps of the altar.
3. You will be handed an empty cup tray.
4. Follow the person holding the common cup and hold the tray so that people can put their empty cups into it.
5. When everyone has received communion, return your tray to the altar and you can go back to your seat.

****A couple of tips: Hold the tray low enough so that people can see to put their cups in. Turn the tray so that empty spaces are facing out. When the tray is full, put it on the altar. The person with the full trays should have emptied theirs and you can switch. Do not have people stack cups in the trays, and allow only one cup per space.****

At the end of the service:

1. (8:30) During the last hymn, first the Crucifer will get the cross and exit, carrying the cross.
2. (8:30) If the choir is processing out, they will go next.
3. The pastors will walk to the altar, and exit.
4. Pick up the candle lighter.
5. Walk up to the altar, bow, and walk up the steps.
6. Put out the left candle.
7. Walk to the right candle, turn the candle lighter around, light the wick from the right candle, and then put the candle out.
8. Walk back down the altar steps.
9. Turn around and bow to the cross.
10. Walk out of the sanctuary carrying the light.
11. Once you are out of the sanctuary, snuff the wick and then return your candle lighter to where you got it.
12. (8:30) Hang up your robe, robe belt, and cross in the sacristy.