

ACOLYTE TRAINING PROGRAM

**Trinity Lutheran Church
Clarks Summit, Pennsylvania**

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Introduction



Thank you for being willing to serve Trinity Lutheran Church as an acolyte. This document describes the various responsibilities of the acolyte(s) during church services. To get an overview of acolyte responsibilities, you may can read through this entire document. If you only need to refresh your memory for a particular responsibility, you may simply review the relevant section

Preparation for service

- Please arrive at the church **15 minutes prior to the scheduled start of service.** It is important that you are robed and ready to light the altar candles before the service begins.
- Wash and completely dry your hands before putting on an acolyte robe.
- Choose a vestment (robe) that fits properly.
- Be sure to select a cincture (rope) that is the correct color for the season. (*Can we insert a list of cincture colors by season here?*)
- Don't forget to wear an acolyte's cross.



- **Acolytes should assist each other in vesting and inspect each other's appearance.**

Lighting the altar candles



- **Light the candle lighter(s) using either the butane lighter or matches. Please ask for assistance, if you are uncomfortable using the matches or the butane lighter.**
- **Extend the wick in the candle lighter long enough for a stable flame (1/2 inch).**

One acolyte



- **Pause at communion rail to reverence the altar.**



- **Light candle on right.**



- **Pause facing the cross.**



- **Light candle on the left.**



- **Return to communion rail, stop on the top step, reverence altar and return the candle lighter to sacristy. Then take your place sitting on the sacristy side of the altar.**

Two acolytes



- **Pause briefly at communion rail to reverence the altar.**



- **After reverencing the altar, proceed to light both the right and left side candles.**



- **Return to the communion rail, reverence the altar, and return the candle lighters to the sacristy. Then take your places sitting on the sacristy side of the altar.**

Crucifer



- The crucifer leads the procession, carrying the processional cross tall, straight and erect.
- Walk down the aisle at a natural and reverent pace.

Torch bearers



- When torch bearers are used in the procession, they follow behind the processional cross.
- Follow the crucifer walking at a natural and reverent pace staying about two pew spaces behind the crucifer.

Banner Bearer



- The banner bearer follows the crucifer in procession. (When there are no torch bearers in the procession.)
- Follow the crucifer walking at a natural and reverent pace staying about two pew spaces behind the crucifer.
- Carry the banner tall, straight and erect. Be careful not to allow the banner to sway from side to side or to lean forward.



On those occasions when torches are being carried in the procession, the banner bearer will follow the torch bearers.

Additional acolytes



- Any additional acolytes in procession will follow the banner bearer
- Follow the banner bearer walking at a natural and reverent pace staying about two pews behind the banner bearer.

All members of the procession



- As the procession reaches the chancel in the front of the church, form a straight line facing the altar.
- When all in the procession are in line, pause briefly to reverence the altar.



- After reverencing the altar, proceed to place the cross, torches, and banner in their respective stands, taking care to not strike the ceiling with cross or banner.
- Proceed to the sitting area to the left (sacristy side) of the altar.

Placing the service book on the altar



- During the opening hymn, take the service book from the shelf in the pulpit.
- Place book on the left side (choir side) of the altar, open to the long blue ribbon.
- After placing the service book, pause at the communion rail to reverence the altar and return to your seat.



- **At the time of the offering, one acolyte will distribute the offering plates to the ushers.**
- **Carry the offering plates in the alms basin to the center of the chancel steps and face the congregation.**
- **Distribute the offering plates to the ushers.**



- **After distributing the offering plates to the ushers, return the alms basin to the credence shelf, and return to your seat.**

Receiving the offering



- **After the offering has been collected and the choir anthem concludes, an acolyte will retrieve the alms basin and proceed to the center of the chancel steps.**
- **He/she will receive the offering plates from the ushers.**



- **The acolyte will turn to the left side of the communion rail and present the alms basin containing the offering plates to the presiding minister.**



- **The acolyte will wait at the communion rail until the pastor has presented the offering over the altar.**



- **The acolyte will wait at the communion rail until the pastor returns the alms basin to him/her.**



- **The acolyte will receive the alms basin from the presiding minister, return it with the offering plates to the credence shelf and return to his/her seat.**

Preparing the altar for communion



- While the offering is being received, the acolyte will prepare the altar for communion.
- Remove the burse and veil from the chalice, placing the burse on the right side of the altar.



- **Fold the veil carefully and place it on top of the burse.**



- **Remove the pall, paten and purificator from the chalice and place these on the altar.**
- **Place the pall on top of the veil on the right side of the altar.**



- **Place the purificator to the right of the chalice and**
- **Place the paten on the center of the altar.**



- **The acolyte will remove the linen veil from the elements for communion on the credence table, fold the veil and place it on the credence table to the left of the elements.**

Communion by intinction (using a single chalice)



- Pour a moderate amount of wine in the chalice and return the wine carafe to the credence table.
- Place a number of the small, congregational wafers on the paten and cover with one larger celebrant host.



- The chalice and paten will be positioned on the altar as shown in the photo.

Communion using the common cup (using two chalices)



- Pour a moderate amount of wine in both the common cup and the pouring chalice.
- Place a number of small, congregation, wafers on the paten.
- Place one larger celebrant host on top of the congregation wafers.
- The chalices, paten and flagon will be positioned on the altar as shown in the photo.

Handling previously consecrated elements of communion.



- After the altar has been prepared for communion, the acolyte will take previously consecrated elements from the ambry and place these on the credence table beneath the cross in the chancel.



- Previously consecrated elements must not be placed on the altar. The presiding minister will move these elements to the altar at the proper time.

Assisting with communion by intinction



- One acolyte will assist the pastor by carrying the chalice with wine at the communion rail.
- The acolyte will move just ahead of the pastor at the communion rail holding the chalice steady so the pastor can dip the host in the wine (intinct) for each communicant.



- **After all in the congregation have received communion, the acolyte will return any consecrated elements to the ambry.**
- **The elements are placed on the wooden tray and the tray is placed in the ambry.**

At the conclusion of communion.



- The acolyte will return all communion vessels except one chalice and the paten to the credence shelf.



- **The white linen veil will be placed over the vessels on the credence shelf.**



- One chalice will be placed on the center of the altar, a purificator will be placed on the chalice, the paten will be placed on top of the purificator, and the pall will be placed on the paten.



- The veil will be placed over the chalice.



- The burse will be placed on top of the veil.
- The acolyte will then return to his/her seat.

Extinguishing candles at the close of service

(One acolyte serving)



Acolyte extinguishing left candle.

- During the singing of the last hymn, the acolyte will extinguish the altar candles.
- The acolyte will pause briefly at the communion rail before entering the chancel.
- He/she will extinguish the left candle first, pause facing the cross briefly, then extinguish the right candle.



Acolyte extinguishing right candle.



- **The acolyte will exit the chancel and will pause at the step in front of the communion rail facing the altar before returning the candle extinguisher to the sacristy.**

(Two acolyte serving)



- **During the singing of the last hymn, the acolytes will extinguish the altar candles.**
- **The acolytes will pause briefly before entering the chancel.**
- **They will extinguish the two candles simultaneously.**



- **The acolytes will exit the chancel, pausing briefly at the step in front of the communion rail facing the altar before returning the candle extinguishers to the sacristy.**

Removing the service book from the altar



- At the conclusion of the service, the acolyte will remove the service book from the altar.
- He /she will pause briefly at the step in front of the communion rail then proceed to the altar and close the service book, placing the book on the missal stand.



- The acolyte will then carry the service book and missal stand from the chancel, pausing briefly at the step in front of the communion rail while facing the altar.



- **The acolyte will then return the service book to the shelf under the pulpit.**

Recession at the end of service



- At the conclusion of the service, after the altar candles have been extinguished and the service book has been returned to the shelf under the pulpit, the acolytes will collect the processional cross, torches and banner from their stands and form a single line facing the altar.
- When all have assembled, they will pause briefly to reverence the altar then turn and begin the recession.



- **The crucifer will lead the recession in the same manner as during the procession.**



- **The crucifer will take care to not strike the organ wind chest with the cross.**



- The crucifer will place the cross in the stand at the rear of the church.
- He/she will then stand next to the cross and wait until all acolytes have completed the recession.



- **The torch bearers, when used, will follow the crucifer.**
- **When they reach the rear of the sanctuary, they will exit the church, extinguish the torches and return the torches to the holders in the sacristy.**



Acolytes placing the torches to the holders in the sacristy.



- **The banner bearer will follow the torch bearers taking particular care to avoid striking the organ wind chest with the banner.**



- **The banner bearer will place the banner in the holder at the rear of the sanctuary.**



- **Additional acolyte(s), when present, will recess following the banner bearer.**

Returning vestments to the sacristy



- At the conclusion of the service, the acolytes will return their vestments to the sacristy.



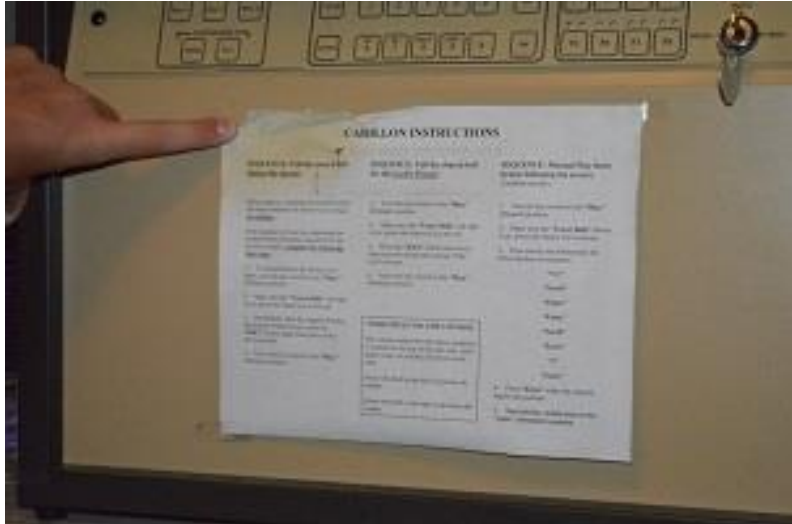
- **Each acolyte will place his/her cross and cincture on the corresponding peg.**



- **Each acolyte will hang his/her robe neatly on a hanger and return the hanger to the storage area.**

Operating the carillon

(Beginning of service)



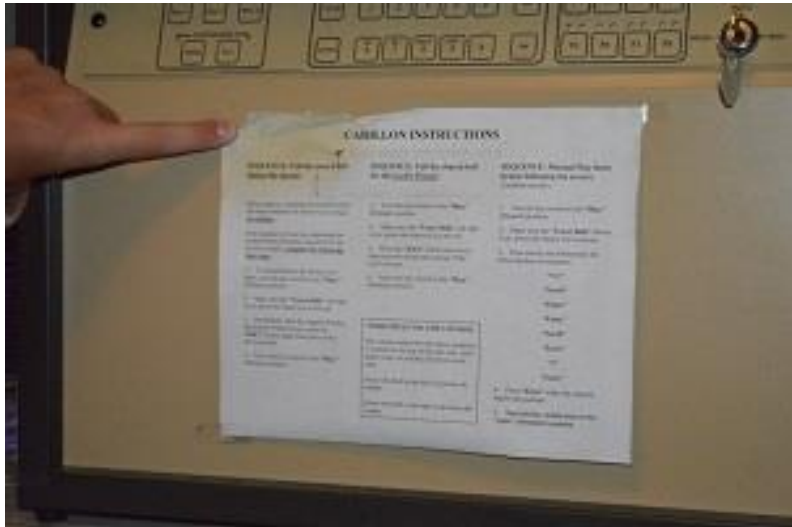
- The carillon will operate automatically.
- However, if the organ prelude runs long, it will be necessary for the acolyte to ring the bell manually eight times.
- The directions for manual operation of the carillon are printed on the carillon.

(During the Lord's Prayer)

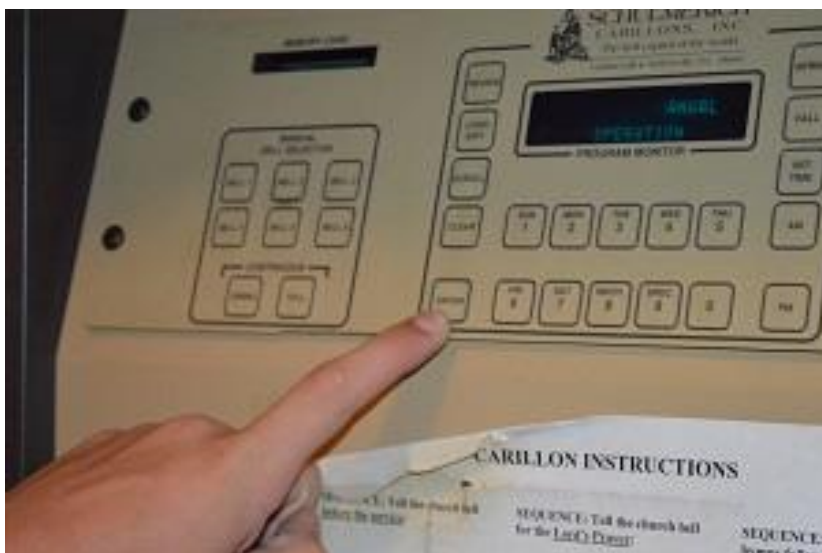


- **Ring bell 2 manually every four seconds.**
- **Follow the instructions for operating the carillon manually.**

(At the conclusion of the service)



- If the bells have not been set for the music following the service, follow the sequence of instructions that have been taped to the front panel of the carillon.



- Press the “ENTER” key to begin playing the carillon after the dismissal following the closing hymn



- As soon as the carillon begins to play, return the key on the carillon to the “AUTO” position.

Special services

(Holy Baptism)



- After lighting the altar candles, one acolyte will light the Paschal Candle.



- The acolyte will assist the pastor by holding his/her written material.

Thanksgiving for Baptism



- When the “Thanksgiving for Baptism” is used in place of the confession, the acolyte will go to the baptismal font following the announcements and pour water into the font using the glass pitcher.
- Pour the water slowly and continue until the pastor has completed the reading of this portion of the liturgy.

Advent

- **As appropriate, candles on the advent wreath will be lit prior to the service.**
- **The acolyte will light an additional candle on the Advent wreath as the pastor reads the Advent Wreath candle blessing.**

Miscellaneous

- **Arrive 15 minutes before service.**
- **Wear neat shoes (dark colors, black or brown are preferred).**
- **Participate in the service (stand, sit, sing).**
 - **Don't chew gum.**
 - **Don't exit for water cooler.**
- **Pay attention to the pastor. He/she may need your assistance during the service.**