

Crucifer/Acolyte Guidelines

9/14/13

LITURGY is "the work of the people." Worship prepares us for our "liturgy" at work, home, and with everyone we encounter. Good worship draws on the gifts of all the assembled people, and your gift helps to equip the people to go out and do "liturgy."

Preparation

1. Arrive with enough time to robe and check with the pastor for any special events (baptism, new members, etc.).
2. Select a robe that hangs close to your ankles. Wearing a cincture (belt) is optional. Choose one that does not interfere with going up and down the altar steps. Please remember that the robes are light-weight and see-through, so wearing something light colored without a lot of pattern keeps the assembly focused on worship and not your clothes.
3. Put a worship bulletin on the front pew for your use during worship.
4. Check wicks on the candle lighters and that altar and torch candle wicks are exposed.
5. Light candle lighter (in sacristy); reverence the front altar then light the back altar candles and torches. Reverence again and extinguish the candle lighter by sliding the wick in and IMMEDIATELY out again to prevent wax melting inside. Place candle lighter under front pew.
6. Bring the cross to the back of the church.
7. Gather in the narthex (choir room if no procession) with other worship leaders for prayer right before worship, and then go to the back of the church to wait for the procession.

Beginning of Worship

8. Procession - Lead the procession. Following, in order, are the choir, the assisting ministers and the pastor.
9. If there is a banner bearer (typically only during festival worship), the banner bearer will be between you and the choir.
10. The procession begins when the assembly starts singing.
11. Turn and face the assembly in front of the front altar until all in the procession have passed. If the communion rails are closed, stand in front of the communion rail until the procession has passed. Place the cross in its floor stand.

During Worship

12. Gospel Procession. At the "Alleluia Verse," retrieve the cross and lead the procession down the center aisle (crucifer, assisting minister with Bible, and pastor). Face the pastor during the reading of the Gospel. After the reading, pastor and assisting minister will stand aside. Lead the procession, replace the cross.
13. During the passing of the peace, light the front altar candles (light candle lighter from a candle on the back altar).
14. After the offering, receive the offering plates from the ushers, bring them to the pastor for a blessing, place on the rear altar and sit down.
15. Communion. Go to the altar at the beginning of the meal with other ministers. Be prepared to indicate to the presiding minister that you will distribute the grape juice.
16. If you want to cleanse your hands before serving the grape juice, go to the robe sacristy and use the anti-bacterial hand cleaner and then return to the altar.
17. Distribute the grape juice to those who desire it, saying, "The blood of Christ shed for you."
18. Although the purificator (napkin) is not intended to keep the chalice sterile, it is adequate in providing a clean surface for each communicant who chooses to drink wine from the chalice. To wipe the chalice completely without displaying the "lipstick stains" to the congregants, put the purificator over your index finger and hold it between your other fingers, which will enable you to wipe both the inside and outside of the chalice at the same time. Rotate the chalice after each person. Shifting the position of the purificator periodically will allow for using the cleanest portion of cloth.
19. When communicants partake of the meal by intinction (dipping the bread in the wine), it is sometimes unavoidable that pieces of the communion bread remain in the chalice. Use the small spoon to remove the bread from the chalice and place the pieces in the bowl.
20. After the assembly communes, give the chalice and purificator to the assisting minister or place on the front altar and receive communion with other worship leaders. Then return to your seat.

21. You might be asked to assist one of the ministers by holding a hymnal or prayer book, or perform another task (e.g., assisting with the lighting of the wreath during Advent).

End of Worship

22. Begin the recessional after the first verse of the final hymn or song. If in doubt, look at the pastor who will cue you, then, reverence the front altar, retrieve the cross and proceed down the center aisle.
23. The choir and ministers will follow you.
24. Turn at the baptismal font and face the assembly.

After Worship

25. Extinguish all altar candles. Be careful not to “squish” the wick as it will make it difficult to light the candle.
26. Be sure candle lighter is hung up in the sacristy.
27. Return the cross to its stand.