Instructions for Acolytes

Prince of Peace Lutheran Church
5475 Brand Road
Dublin, Ohio 43017
(614) 766-6377

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1. All confirmation students are expected to serve as Acolytes to help with the worship services. If you are unable to serve for some reason, please speak with Pastor John or Pastor Tim. Thank you for your service!

2. Acolytes are assigned by Jocelyn Alford in the office. We use software called Ministry Scheduler Pro to schedule and manage our Worship Assistant Schedule. Please contact Jocelyn for details at jalford@princeofpeacedublin.org. The schedule is also on the church website at www.princeofpeacedublin.org, at the bottom of the main page.

3. If you cannot serve on your scheduled date, *please find your own substitute by clicking 'request sub' in MSP.* You will be given the option to trade dates with someone. If you need additional help, please contact Jocelyn Alford at jalford@princeofpeacedublin.org.

BEFORE THE SERVICE

1. Arrive at least 15 minutes before the service starts and meet in the vesting area near the offices.
2. Sign in on the Sign-In Sheet so that you receive Acolyte credits.
3. Select an acolyte robe from the vestment closet.
   You will need a cassock (long, black robe) and a surplice (a white top that goes over the cassock).
4. Make sure your *hair is combed* and your *hands are clean.*
   Wear clothing and shoes/socks that are appropriate for church (no flip flops).
   Please do not chew gum.
5. The processional items are stored to the left of the sanctuary doors. The book with the lessons is located on the usher stand between the sanctuary doors.
6. Assemble with the other worship leaders outside the sanctuary doors five minutes before the service begins for any last-minute instructions.

PROCESSIONAL

1. Please line up at the back of the sanctuary with your processional item.
   The processional order is:
   Cross
   Torches (two)
   Book
   Torches (two - for festival days)
   Choir
   Ministers

2. Once the congregation begins singing the entrance hymn, begin the processional by moving *slowly* and reverently down the center aisle. Do not bunch together too closely.
   The cross should be held so that your hands are at eye-level.
   The acolytes carrying the torches should always keep a safe distance from the persons in front of them.

3. Place your processional item in its stand and then go to the acolyte chairs or designated pew.
   Do not sit down. Remain standing and join in singing the hymn.

OFFERING

1. The crucifer (cross bearer) should pick up the offering plates from the credence shelf (concrete shelf behind the choir stands) and give them to the ushers at the center front of the sanctuary.

2. After the offering is received and as the offertory hymn begins, the acolyte should return to the center of the sanctuary and then wait until the presiding minister hands him/her the offering plates. The acolyte should then return the plates to the credence shelf.

COMMUNION DISTRIBUTION

1. When it is time for the distribution, one acolyte for 5:30 pm or two acolytes for 9:00 am or 10:30 am (normally the torch bearers) should go to the same credence shelf where the offering plates are and pick up the trays of glasses. You should then go to your station for distribution.

2. Please allow plenty of space between yourself and the one who is distributing the bread. When your trays are empty, walk (don't run) to the credence shelf and get another tray. After everyone has communed, return your trays of empty glasses to the credence shelf, stack all remaining trays, and put the lid on the stack. Then come to the altar to receive communion.

3. At 9:00 am and 10:30 am, the crucifer and the book bearer will stand next to the front pews in the side aisles and hold empty trays to receive the used glasses. This is not necessary at 5:30 pm. Please allow space for people to walk by you in the aisle! Sometimes you might even step into the pew to provide more room for people to walk by. After everyone has communed, restack the trays of used glasses on the small table and put the lid on the stack. Then come to the altar to receive communion.

BAPTISM

If there is a baptism, the presiding minister will designate one of the acolytes to hold the book during the baptism. Your only job during the baptism will be to act as a "book stand" for the presiding minister.

RECESSIONAL

1. When it is time to recess, the presiding minister will nod to the acolytes to begin the recessional (usually during the second-to-the-last stanza of the hymn).

2. Move slowly to your processional item and re-form the procession at the center front of the altar.

3. The recessional order is exactly the same as the processional order:
   Cross
   Torches (two)
   Book
   Torches (two - for festival days)
   Choir
   Ministers

SERMON NOTES

1. You are welcome to take sermon notes during the worship service. However, be aware that you are up-front and every movement you make can be seen by the congregation.

2. Sermon note forms and pen/pencils are available at the acolyte chairs or pew.

BEHAVIOR DURING WORSHIP

1. During this hour, you are worshipping.
   Please participate in the whole service with the congregation.

2. Talking should not be necessary during the worship service, unless someone needs a quick reminder about his/her duty as an acolyte.

3. Remember, you are worship leaders during this time. Pay attention to what is going on around you and be ready to fulfill your role in the service. Refrain from conversation until after the service. We are counting on you to set a good example for the congregation!

AFTER THE SERVICE

1. Return your processional item to its place outside the sanctuary.
   Return the book to the usher stand.

2. Carefully hang your robes in the vestment closet.