**Being an Acolyte**

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| Check the schedule in the newsletter or weekly worship bulletin to find out when you are signed up.  If you are unable to do it at that time, find a replacement and call/email the church office to inform them of the change (if you lose this handout, you can go to the church website at www.bristollutheran.org and click on “contact us”). |  |

Church begins between 8:55 - 9:00 AM on Sundays. Check the church website if you are unsure when the service starts (especially for holidays). Please arrive in the sacristy (the room behind the sanctuary on the right) 10-15 minutes before the worship service and find a robe in the closet that fits. Have the pastor or assisting minister light the candle lighter, that is hanging in the back of the sacristy, right before you enter.

**Entering/Candles**

*Formal order of entering:* 1) assisting minister, 2) acolyte, 3) pastor

*Lighting candles:*

1) Front table candles (right to left)

2) Back altar candles (candelabras):

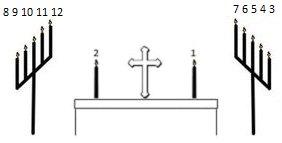
- Right side candles, bottom to top

- Left side candles, bottom to top

3) Christ (Paschal) candle to be lit only for the following:

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| - The Baptism of Our Lord Sunday  - All Saints Sunday  - The Season of Easter | - Easter Sunday  - A baptism  - A funeral |

(You can ask the pastor or assisting minister)



Extinguish the lighter by pulling the wick in, then pushing it back out (keeps it from adhering to the inside of the lighter) and place it under your seat, which is next to the assisting minister (when there’s no assisting minister, sit near the pastor).

**Offering**

When the ushers come forward, take the offering plates from them and place them on the left side of the altar, itself, behind the altar (credence) table.

**Communion**

*Continuous communion (normal):*

Take the wood tray from underneath the chair that is to the right of the altar and follow behind the assisting minister to collect the used communion cups.

When the tray is full (or when the assisting minister switches his/her tray), place it back under the chair and retrieve the other one to be filled.

The assisting minister will move to the other side of the pastor about halfway through communion—just follow his/her lead.

The pastor will give you and the assisting minister communion after the congregation. When they are finished, you can sit back down.

*Kneeling communion:*

Take the wood tray from underneath the chair that is to the right of the altar and follow behind the assisting minister to collect the used communion cups.

When the tray is full (or when the assisting minister switches his/her tray), place it back under the chair and retrieve the other one to be filled.

You will move back and forth between the two sides—just follow the pastor’s and assisting minister’s lead.

The pastor will give you and the assisting minister communion after the congregation. When they are finished, you can sit back down.

**Service End**

After the pastor and the assisting minister walk out, you need to extinguish all of the candles with the candle snuffer, being careful not to push too far down on the candle (this pushes the wick into the wax).

Once you finish extinguishing the candles, go to the sacristy and hang up the robe (neatly) and candle lighter where you found them.

You are done. Good job!