

## Quick Review Acolyte Guide

St. Mark's Episcopal Church – Glen Ellyn, Illinois

Acolyte Prayer

*Gracious God: You call us to light the way for your people in a world of change and uncertainty. Give to your acolytes steady hands and the ability to serve at your altar. Bless and guide us by your wisdom and help us to live our baptismal vows every day. Through Jesus Christ our lord, who lives and reigns with you and the Holy Spirit, one God now and forever. Amen.*

Arrive in the sacristy 15 minutes before the service.

Look presentable (hair combed, shoe laces tied, etc.) and dispose of gum.

Torch bearers light candles 10 minutes before the service

- Check tapers (wax covered string) on lighters to make sure they are long enough
- Light candles on altar (facing altar, right candle first, left candle second)

Torch bearers get their candles and go to the Narthex.

Crucifer gets the cross and goes to the Narthex.

Crucifer leads the altar party, walk toward altar when the organ begins to play hymn music.

Follow the service in the bulletin. Sing hymns and join in the prayers.

Gospel procession: after first hymn verse, retrieve candles and cross, move to front of center altar rail.

Present offering plates to ushers immediately following the announcements. Cue to get plates is when priest says, "Walk in love as Christ loved us and gave himself for us, an offering and sacrifice to God."

Assist deacon / priest in setting the altar for the Eucharist: present bread, then wine and water.

Wash hands of priest: hold lavabo bowl in left hand, pour water with right; have purificator towel draped over arm. Bow to priest, who bows also, after the towel is returned to your arm.

Do not retrieve plates from ushers; they bring them and bread and wine directly to the altar.

Ring the bells (3 – 1 – 1- 3):

3 times when the congregation sings (Holy, holy, holy)

1 time when the priest elevates the bread

1 time when the priest elevates the chalice

3 times after the great AMEN.

Close the gates immediately after the priest says, "The gifts of God for the people of God."

Open the gates when the last person has finished receiving communion.

When the last hymn begins, move into position, Crucifer and Torch bearers. Begin to process down the aisle when the altar party has bowed to the altar and turned toward the congregation.

Extinguish candles after service.