

Kathy Westbrook
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Acolyte Instructions

Before the service:

- Acolytes should arrive in the sacristy at least 15 minutes before the service.
- Put on vestments.
- **Make sure that the lights and sound system are turned on, the church bank is under the crucifers seat and the bulletins are on every seat.**

When the office (wall-mounted) candles are used:

Both the torchbearer and the server will light the candles. First the **torchbearer** will light the candles on the altar in the Chapel, right (Epistle) side first then the left (Gospel) side. Then **both the torchbearer and the server** will light the candles in the Sanctuary, beginning with the candles on the altar and proceeding to the office candles. When lighting the office candles, begin with the candles closest to the altar and work to the outside. Both candle-lighters are to be set in the corner by the acolytes' seats.

When only the altar candles are used:

The **torchbearer** will light the candles in the Chapel first, then the candles on the altar in the Sanctuary, right (Epistle) side first, then the left (Gospel) side. When the Christ candle is lit, the acolytes should light the candle-lighters from the Christ candle.

- All acolytes will then meet in the Sacristy for any instructions.
- Gather with the serving team for prayer.
- Gather in the rear of the Nave for the procession.

During the Procession:

Process up the aisle in this order:

1. Crucifer
2. Torchbearer and Server (side-by-side, 3 pews behind the crucifer)
3. Choir
4. LEMs (side-by-side, 3 pews behind the choir)
5. Father Couvillion

The **crucifer** will process up the aisle when the singing begins and place the processional cross in the holder, facing the congregation.

The **torchbearer and server** will place the torches in the holders.

During the Reading of the Lessons:

All acolytes should follow the lessons in the bulletin and stand at the appropriate times as directed by Father Couvillion.

For the Gospel reading, when Father Couvillion comes up to the altar, the **crucifer** will come up from the side and join Fr. Couvillion at the altar. The **torchbearer and server** will take the torches and stand on either side of the altar gateway, facing the altar. When Fr. Couvillion bows, the **crucifer** will pick up the Gospel book from the altar, turn toward Fr.

Couvillion and walk down the aisle until even with the brick wall in the rear of the Chapel. The **torchbearer and server** will follow the crucifer, with Fr. Couvillion following. When the **crucifer** reaches a spot even with the brick wall in the rear of the Chapel, he/she will turn and hold the book for Fr. Couvillion. The **torchbearer and server** will turn and face each other, flanking the Gospel book.

After the reading, Fr. Couvillion will step aside, and the **crucifer** will take the Gospel book to the Credence table on the Gospel (left) side. The **torchbearer and server** will place the torches back in the stands. The LEM will gather and bring the bulletins for the acolytes. Then **all acolytes** will gather in front of the altar, bow and take seats in the front pew on the Epistle (right) side.

For the Prayers of the People:

The serving team will gather in the center of the main aisle.

At the Peace:

The **server** will place the chalice, altar book and water on the altar.

The **crucifer** will bring out the church bank if there are any birthdays or anniversaries to be celebrated.

The **torchbearer** should return to his/her seat in a timely manner.

During the Offertory:

The **torchbearer** will bring the gold offertory plates to the ushers. Stand to the side of the gateway, allow the oblation bearers to place the elements on the altar and exit the altar area before handing the plates to the ushers.

While the ushers are taking the collection, the **server** will assist Fr. Couvillion with the hand washing. When Fr. Couvillion comes to the end of the altar closest to the acolytes and holds his hands up, that is the signal for the server to come forward with the lavabo bowl in your non-dominant hand and the lavabo towel draped over your non-dominant arm. Pick up the cruet of water that is open on the end of the altar and hold the lid open with your thumb. Then pour water over Fr. Couvillion's hands and into the lavabo bowl. He will signal you to stop and then you should turn slightly so that he can take the towel off your arm and dry his hands. He will put the towel back on your arm when he is finished. Face Father and bow before returning the cruet, lavabo bowl and lavabo towel to the Credence table. Return to your place.

After the offertory, the **torchbearer**, using the large offering basin, will collect the money from the ushers and hand the collection to Fr. Couvillion.

The **crucifer** will collect the food basket, placing it on the right side of the altar and return to the front of the altar.

The **torchbearer** will close the gate and join the **crucifer** in front of the altar. Together they will bow to the altar and return to their seats.

During the Eucharist:

The **acolytes** should follow any special instructions.

The **acolytes** will receive communion at their seats.

After communion, the **crucifer** opens the gate.

At the Conclusion:

As Fr. Couvillion announces the final hymn, the **torchbearer** will pick up the candlelighter. As soon as the music for the final hymn begins, the **torchbearer** will extinguish the altar candles, beginning with the candle on the left (Gospel) side of the altar and then the candle on the right (Epistle) side.

If the office candles are also used, then **both the torchbearer and the server** will extinguish the candles, beginning with the office candles farthest from the altar, working in to the altar and ending with the candles on the altar.

During the final hymn, when Fr. Couvillion approaches the altar, the **crucifer** will take the crucifix and stand in the altar gate facing the altar. The **torchbearer and server** will follow with the torches and stand, facing the altar, between the crucifer and the LEMs. When Fr. Couvillion bows, the **crucifer** turns to the left and proceeds down the aisle. The **torchbearer and the server** turn toward each other and follow the crucifer.

The **torchbearer** will extinguish the candles on the altar in the Chapel prior to returning to the Sacristy, unless there will be a healing service.

CRUCIFER

During the processional, carry the crucifix and place it in the holder, facing the congregation. Make sure the lights and sound system are turned on and the church bank is under the crucifers seat.

For the Gospel reading, when Fr. Couvillion approaches the altar, come to the altar and wait for the torches to be in position. When Fr. Couvillion bows, take the Gospel book from the altar, carry it down the main aisle and hold it for Father Couvillion during the reading. Then return the Gospel book to the Credence table on the Gospel (left) side. When carrying the Gospel book, hold it with both hands with the front cover facing forward, about chest high. When holding the book during the reading, rest the top of the book against your chest.

After the Peace, bring out the church bank for birthday and anniversary offerings, if necessary.

After the collection, come up with the torchbearer and collect the food basket from the ushers and place it on the right side of the altar. Return to the front of the altar, wait for the torchbearer to close the gate, bow together and return to your seat.

At the recessional, carry the processional cross. When you reach the end of the aisle, lower the processional cross before you get to the choir loft.

SERVER

Before the service, assist the torchbearer with lighting the candles when the office candles are used. Make sure the lights and the sound system are turned on and the church bank is under the crucifers seat.

During the processional carry one of the torches, side-by-side with the Torchbearer. Be careful to hold the torches at the same height, level and not tipping.

For the Gospel reading carry one of the torches, per instructions.

After the Peace, bring the chalice, altar book and water to the altar.

During the offertory assist Father with the hand washing.

At the final hymn, assist the torchbearer with extinguishing the candles when the office candles are used.

During the recessional carry one of the torches, side-by-side with the Torchbearer. Be careful to hold the torches at the same height, level and not tipping.

TORCHBEARER

Before the service, light the candles. Work with the server when the office candles are used. Make sure the lights and sound system are turned on and the church bank is under the crucifers seat.

During the Processional, process in carrying a torch, side-by-side with the server. Be careful to hold the torches at the same height, holding the torch level and not tipping it.

At the Gospel reading, carry a torch per instructions.

At the peace, return to your seat after exchanging the peace with the serving party and your family.

At the offertory, bring out the offertory plates to the ushers. After the collection, using the large offertory plate, take the offertory plates from the ushers and present them to Fr. Couvillion at the altar. Close the gate, turn and bow to the altar and return to your seat.

At the final hymn, as Fr. Couvillion announces the hymn pick up the candlelighter. As soon as the music begins, extinguish the candles. Work with the server if the office candles are used.

During the recessional carry the torch out and extinguish the candles in the Chapel before returning to the Sacristy, unless there will be a healing service.