

# Holy Cross Acolyte Training and Guideline Manual

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## **WELCOME and THANK YOU**

Welcome and thank you for agreeing to be a Crucifer / Acolyte at Holy Cross. Your ministry as a crucifer / acolyte is very important service ministry of Holy Cross Episcopal Church. Your service as an acolyte is as a server / helper to the Celebrant; lead the procession in to and from the service as Crucifer. You will be an active part in the worship service, helping make it all happen, and guide for new comers to Holy Cross as what is happening in the service.

Please take the time to review this manual, and if you have questions, suggestions or need clarification please ask the Acolyte leader, Scott Yeakey, 910-352-6500 or Deacon Andy Atkinson, our Clergy Liaison. This manual is designed to get us all on the same footing, presenting a uniform message to the Parish and our visitors. It is not the final word. More pages will be developed for other services as we grow as a Parish and spiritual community.

This manual will be available on our website in 2015 for your review and to refresh your memory. If you print a copy look to the bottom left corner. This will contain the most recent revision date which is, 20 September, 2015.

There will be a copy in the church office for last minute review.

## Things to keep in mind:

- † **Show up** on your scheduled Sunday. People are depending on you for guidance thru the worship service. You are an important and vital element to the service.
  - **If you cannot be there, call a substitute**; **CALL** the Acolyte leader with the name of your substitute, if they agree. If you cannot find a substitute or you are not able to serve. **CALL** the Acolyte leader, Scott Yeakey, 910-352-6500. Current Crucifer / Acolytes phone list is on page 11 of this manual.
  
- † **Remember the three P's**:
  1. **Punctuality** is important. When you arrive on time, everything flows more smoothly. Get to church **at least 15 minutes** early; if you are serving the 10:15 service arrive by 10:00 AM. Earlier is better.
  2. **Pay Attention**. Take a few minutes before the service to familiarize yourself with the order of worship found in the bulletin. This will help you stay on top of things and know where you are in the service so that you will be prepared; it will also help you anticipate any last-minute changes.
    - Get questions answered early. Ask the lead Acolyte, Deacon or Celebrant.
    - Know who the Altar Guild person for the service is and know where they are sitting during the service, in case there is a need for more bread or wine.
    - You may want to use a pencil to check off each section of the service to help you follow along. Be flexible, ready for changes, minor changes happen often. Be prepared for surprises, they do happen!
  3. **Participate**. Most importantly, don't forget to worship God. That's why we are here! As a leader in the service, you are a role model to others, especially younger children in the congregation.
    - Work together as a team with the other acolytes, help each other, and look to your head acolyte for direction, head acolytes look to Deacon / Celebrant for direction.
    - Move about with dignity, not too fast, not too slow, use purposeful movements. Show reverence to the Altar. If you are doing your best, and moving with dignity, no one will notice mistakes.
    - Know your alb (cassock) size. Help is always available. You may wear your own cross or use the Crucifer / Acolyte cross. It is hanging on the door with the **RED** ribbon.
    - If you have trouble with a wick or candle, notify the Altar Guild person on that Sunday. They can help! You can find their name in the service bulletin. Do not try to fix the problem on your own.
    - Remember we are here to **serve** our Holy Father, Lord, Jesus Christ.

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## What to wear:

- † Refrain from cutoff or torn jeans, tee shirts with questionable logos or insignias, wear clothing which is respectable to the worship of God.
- † Lightweight clothing is suggested, it gets warm in an alb (cassock).
- † Comfortable, respectable shoes or sandals. Refrain from flip flops (shower shoes).

## Holy Eucharist

### Before the service :

- † Dress in an alb, cincture / rope (girdle) and Acolyte's cross (keep the closet neat). You may wear your own cross if you prefer.
- † Acolyte's prayer:

***“Gracious God, You call your servant to light the way for your people in a world of change and uncertainty. Grant to your acolyte reverent heart, steady hands, and the will to persevere in service at your altar and at prayer.***

***Father, Allow me to show your grace, patience, power, and peace by my service and devotion to you this day and the days ahead.***

***Bless and guide me by your wisdom and help me to spread your word throughout the world through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God now and forever. Amen.”***

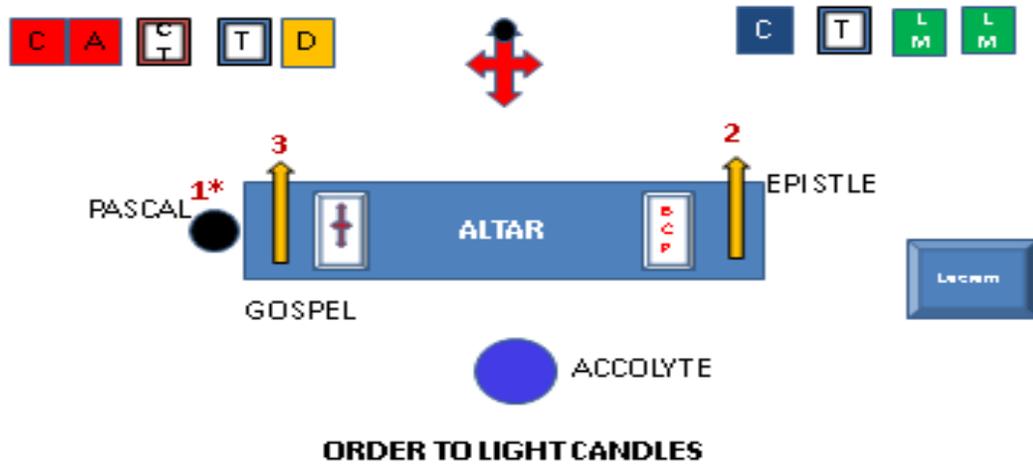
- † Check assignments, get questions answered by lead Acolyte or if needed, Deacon Andy or celebrant, Father Jerry, Father Ed, or Father Dick.
- † Make sure offertory baskets are in back of the Sanctuary on the table and the elements (bread and wine) are at the entrance table in the back of the Sanctuary.
- † Check with the Celebrant if he is going to have a pre-service prayer with the Lay Ministers, Music and Audio Team. Generally this is at **10:00 AM**.
- † **Acolyte - 10 minutes** before the service (**10:05 AM**), light candles.
- † **1<sup>st</sup>** light the **Pascal** candle, if present, at left hand side of the Altar as you face it. **2<sup>nd</sup>** light **Epistle** candle on the right hand side of the Altar. Last, light the **Gospel** candle on the left side of the altar. **Remember the Gospel candle light is never alone.** See Figure 1 for correct sequence.
- † See Figure 2 for Advent Wreath sequence.
- † Do not pass the lighter/snuffer over the Altar. Hot wax may fall on the

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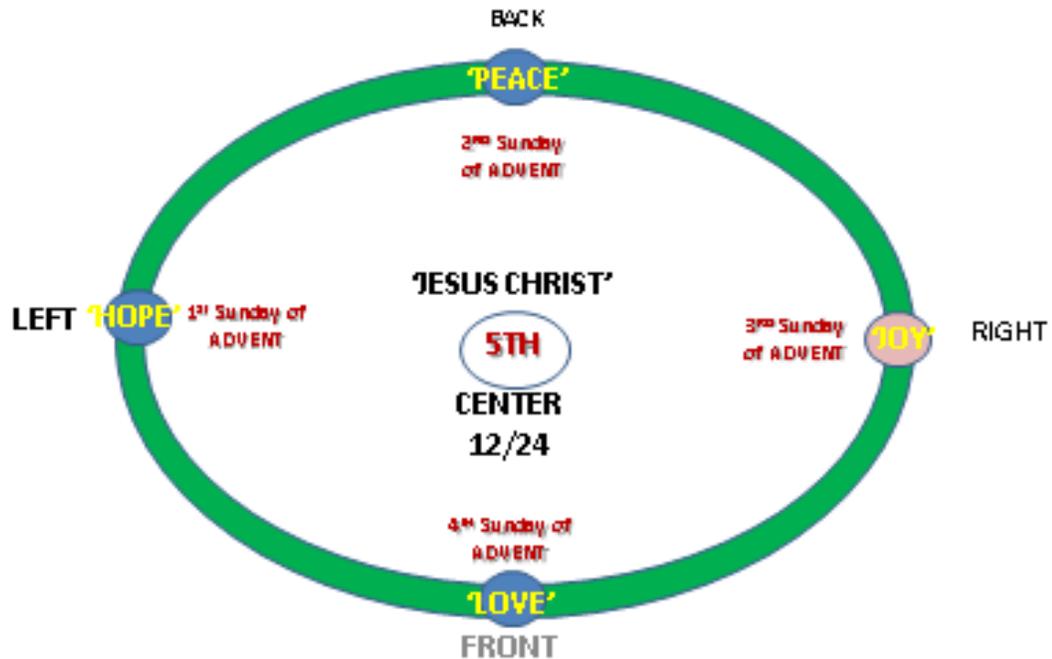
- † Paschal candle is burned from the Easter Vigil until Pentecost, at funerals and baptisms.
- † Advent Wreath is only used during Advent season.
- † Return lighter/snuffer to its stand.



ORDER TO LIGHT CANDLES  
FIGURE 1

## Advent Wreath Candle Lighting Sequence is in **RED**

LIGHT THE **ADVENT WREATH** CANDLES BEFORE THE ADAR CANDLES (EPSTLE THEN GOSPEL)



EXTINGUISH IN REVERSE ORDER BEGINNING WITH THE ADAR CANDLES (GOSPEL THEN EPSTLE) THEN THE **ADVENT WREATH**

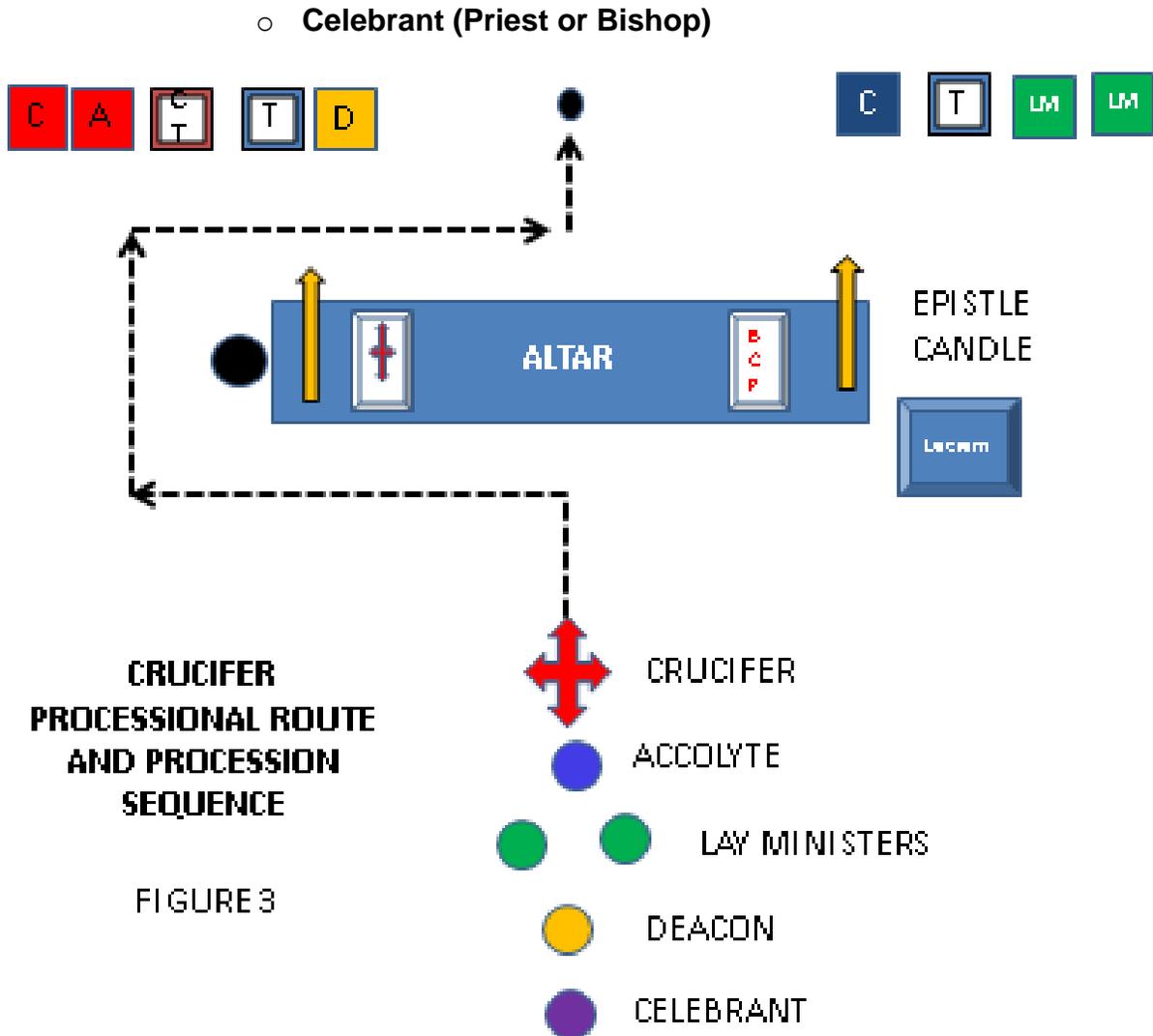
FIGURE 2

- † **Crucifer** goes behind the alter and picks up the processional cross at **10:10 AM**.
- † Crucifer brings the cross to the back of the Sanctuary for the formation of the procession. If you are an Acolyte when you are ready for service, wait at the back of the Sanctuary.
- † Keep talking to minimum, **no** horsing around; the sacristy is a place where we are getting ready for the service, a time when the tone is set. **Be reverent**, you are setting an example.

### Processional:

- † We process from back of church.
- † Line up for procession in this order (see Figure 3):
  - **Crucifer**
  - **Acolytes**
  - **Lay Ministers/Chalice Bearers**
  - **Deacon**

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- † **Crucifer** hold cross straight and high up (Caution: make sure the cross will miss the lights). **Never bow with Cross in your hands.**
- † Begin half way thru the 1<sup>st</sup> verse of the Processional hymn or when the Celebrant or Deacon tells you to begin. Start with **left** foot and proceed with reverence.
- † Process to Altar, **STOP** in front for a moment and then turn to **left**, follow Figure 3, place cross in holder, go to your seat and stand with Congregation to finish the processional hymn.
- † Follow the service via the bulletin and Book of Common Prayer generally Holy Eucharist Rite Two page 355.
- † Eucharistic Prayers and Prayers of the People will depend on the church season. See Bulletin for correct page numbers.

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- † **ALL Stand** for the Holy Gospel. Nicene Creed, Prayers of the People, Confession, Peace and Eucharistic Prayer.
- † Offertory Song is Acolyte's cue to serve the celebrant in preparation of the Table (Altar) for Holy Communion.

## Offertory:

- † "Walk in love as Christ loved us..." cue for Acolyte to assist Deacon / Celebrant in preparation of the Lord's Table for Communion. Each priest will have slight variations in what they want. **Be flexible**, you are here to serve.
- † Deacon / Celebrant will need the Corporal, large Intinction Chalice, water and gluten free host from the Credence Table.
- † Always hand to the Deacon / Celebrant the water cruet with your **right** hand, handle toward him. Receive vessels in your **left** hand.
- † Deacon / Celebrant may hand you the Gospel to put on the Credence table. Place it at the rear right hand corner of the table.
- † Deacon / Celebrant may call for the bread and wine (elements) before or after preparing the Altar (table). Greeters will bring the elements (sacramental bread and wine) forward to the altar and give to the Celebrant from the back of the sanctuary.



- † Deacon / Celebrant will indicate when he is done and when to sit

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down.

## Offertory Anthem:

- † Stand and be prepared to receive the offering baskets if the Celebrant does not wish to put them on the Altar.
- † Offering baskets should be placed on the Credence table at the back on the left hand side.

## Great Thanksgiving:

- † Stand with the Celebrant, Deacon and Lay Ministers, for the Eucharistic Prayer, Lord's Prayer, and Fractional Anthem.
- † Remain standing with Lay Ministers / Chalice bearers.
- † Your spot is to the right of the Gospel side Chalice bearer.

## Christ Our Passover:

- † Receive communion with the Chalice bearers (Lay Minsters).
- † Large chalice is the **Intinction** Cup and will go with the Chalice bearer on the **Epistle** Side of the altar. Intinction is the process where the host is dipped into the wine by the communicant.
- † After you receive communion, give the smaller **Communion** Chalice, and purificator located on the Credence table, to the Celebrant / Deacon to fill with sacramental wine for **Gospel** Side Chalice bearer.

## During Communion:

- † Move the offering plates to the Credence table (if not done previously).
- † Place the Eucharistic Ministry box on the Altar, if present on the Credence table. The Deacon or Celebrant may wish to fill it during Holy Eucharist.
- † Be ready with the gluten free Host, if necessary and not already on the Altar.
- † Remain aware of needs of the Celebrant and / or the Chalice bearers.
- † Remember to move purposefully and with reverence.
- † Be ready with the Wine (Blood of Christ) cruet to replenish the Chalice, if necessary.
- † Refill Chalice standing to the **right** and slightly behind the Gospel side chalice bearer / Lay Minister.
- † Watch for crumbs of the Host which may fall to the floor. Quietly collect them and place on the spare paten on the Credence table.

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## After Communion:

- † When communion is over, assist the Deacon / Celebrant in clearing the Altar.
- † Place the used purificator(s) in the chalice(s), if chalice is **empty**. If not, place on top of the chalice before the ciborium, and pall. Place the Host (Bread) basket at the back of the Credence Table between the Gospel and Offering baskets.
- † Arrange the Credence Table with the large Intinction Chalice in front, smaller Chalice directly behind, ciborium (bread dish) on top of the Chalice (s), pall, and veil covering the vessels. Cross on the veil should face the congregation.

## Recessional:

- † **Crucifer** move to Cross at the Altar at the beginning of the music.
- † Remove the Cross from the stand when singing begins (1<sup>st</sup> Verse).
- † Move to the front of the Altar looking to the back of the Church.
- † Begin recessional procession with your **left** foot at the beginning of the 2<sup>nd</sup> verse.
- † Go out in same order as coming in Crucifer, Acolyte, Lay Ministers, Deacon, Celebrant
- † **Crucifer** will leave the Procession during the song. Returning the cross to the holder next to the Credence table. Return to the Altar by going to the left (Gospel) side of the church returning to the Altar.

## After Processional:

- † During the last verse of the processional hymn (closing song). **Acolyte** will extinguish altar candles.
- † **Remove** the candle snuffer from the stand. Move to and face the front of the altar.
- † At the **end** of the hymn reverently extinguish the altar candles in opposite order, **Gospel 1<sup>st</sup>** (on Left as you face the Altar); **Epistle 2<sup>nd</sup>** (on Right as you face the Altar). Do not pass the snuffer over the Altar (hot wax may drop on the linens).
- † Finally the **Pascal** candle or Advent wreath if present, before the Dismissal by the Celebrant. See Figure 4.



FIGURE 4

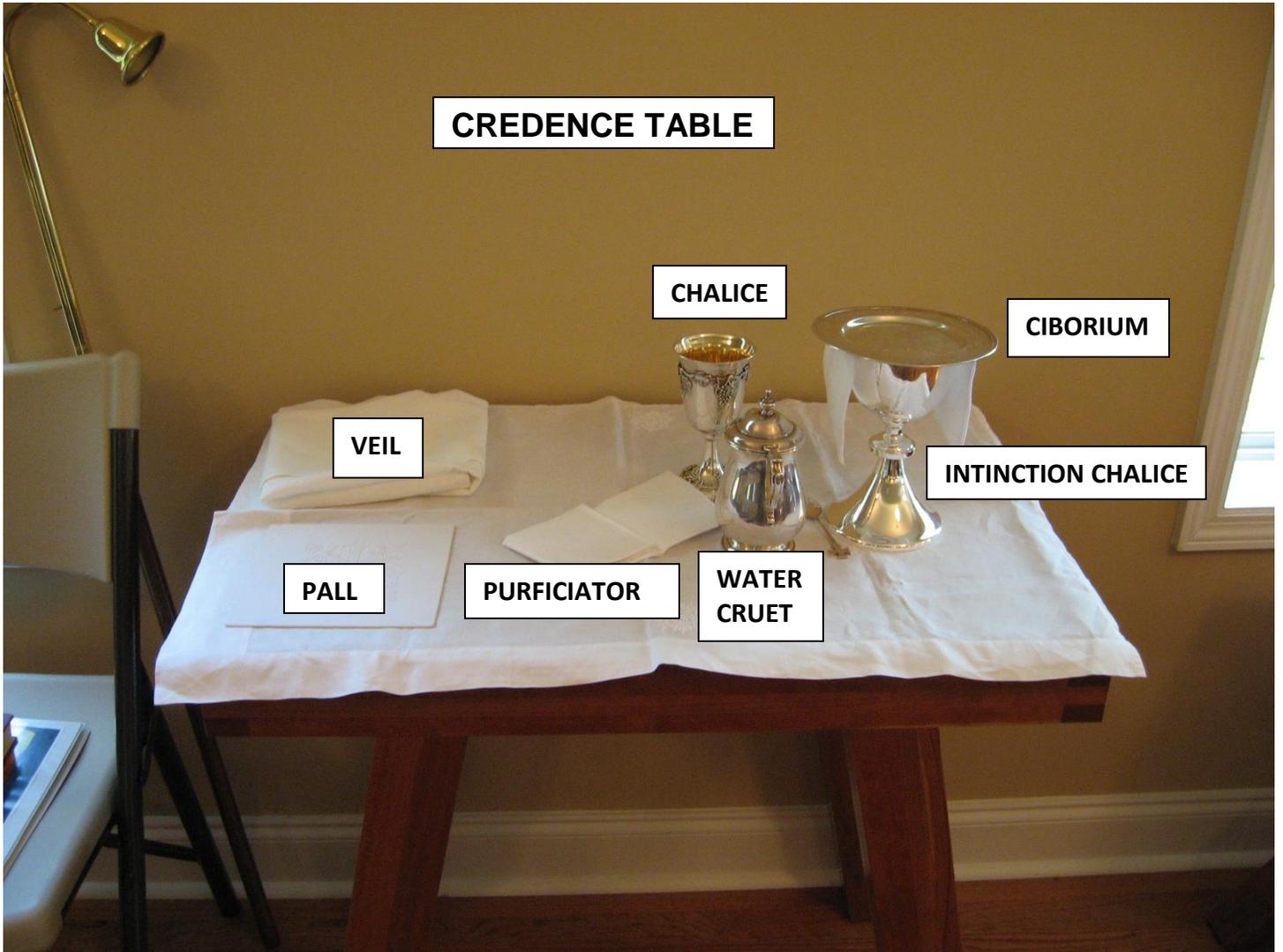
† Return the candle snuffer to the holder.

## After Service:

- † Put vestments (alb, girdle and cross) away neatly, empty pockets, turn off light and close the door.
- † Clean out snuffers with tissue.
- † If an alb needs to be cleaned fold it neatly and place on the chair. Any of the equipment is in need of cleaning or repairs, let Acolyte leader or member of the Altar Guild know.

## CREDENCE TABLE TERMS

- † **Ciborium** – bread dish to put crumbs of bread which fall on the floor
- † **Chalice & Intinction Chalice** – Hold the Communion wine
- † **Water & Wine (not shown) Cruet**
- † **Purificator** – small linen napkin to wipe the chalice
- † **Pall** – flat square piece which cover the Intinction chalice & ciborium
- † **Veil** – Covers all the elements before and after Holy Communion. Embroidered Cross faces the Sanctuary



\*\*Some services will be slightly different, check with your acolyte leader or clergy. Sometimes you may be asked to come early to practice for special services. Some services you may be called on to serve at are:

- † Baptisms
- † Funerals
- † Confirmation
- † Ordinations
- † Maundy Thursday
- † Easter Vigil
- † Easter Sunday
- † All Saints
- † Christmas Eve

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**Priests:** The Rev. Jerry Gallagher  
The Rev. Edward Dunlap  
The Rev. Dick Warner

**Deacon:** The Rev. Andrew Atkinson

**Acolytes:** Scott Yeakey, 910-352-6500, Acolyte Leader  
Martha Scholl, 910-200-5404  
Milton Stevenson, 910-352-6188  
Rob Setzer, 910-297-1099

**If all else fails call the church office 910-799-6347 and leave a message.**

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