

Acolyte and Crucifer Instructions

jt/ac 8/2016

When you serve as an ACOLYTE or CRUCIFER, you begin by putting on an ALB. An ALB is a full length white robe which is tied at the waist by a CINCTURE, which looks like a white rope. There are several sizes of albs and cinctures for you to choose from. Pick one that fits you neatly and won't cause you to trip. Keep in mind that the lower half of your pants and your shoes may still be visible. Choose to wear nice shoes and pants on days that you serve as an acolyte or crucifer.

Tying a CINCTURE

After putting on your alb, choose a CINCTURE that is about twice your arm span.

1. Fold the cincture in half
2. Hold the folded side in your right hand
3. Using your left hand, fold that end over about two inches to create "bunny ears".
4. Fold "bunny ears" together to form a loop.
5. While maintaining the "loop" with your right hand, wrap the remaining cincture around your waist
6. Place the ends of the cincture which are in your left hand through the loop in your right hand
7. Pull the loop until it is snug, then pull on the ends to tighten gently around your waist

CRUCIFER and ACOLYTE duties

Crucifers and acolytes help prepare the sanctuary for worship. The CRUCIFER carries in the processional cross and the ACOLYTE lights the candles. The crucifer always enters the sanctuary first and the acolyte always follows.

Duties of the CRUCIFER

Arrive 15 minutes before the worship service is to begin.

Place a bulletin, sermon worksheet and pencil on one of the front chairs on the left side of the altar area.

Go to the room which is on the left side behind the altar, and go to the closet where the albs and cinctures are stored and put one on.

Locate the PROCESSIONAL CROSS. It may still be up at the altar or may be in the church lobby next to the welcome center. Retrieve it and wait for the worship service to begin.

Hold the cross with your two hands on the wood, about two feet apart from each other, so you have good control of it. Keep the cross vertical – it feels lighter that way. When you are waiting for the service to begin, rest the cross on the floor.

When the processional music begins, lift cross in front of you, so that it is above your head and the “Jesus” symbol is facing forward, and slowly walk down the center aisle toward the ALTAR. When you go through the doors, do not hit the ceiling above the doors. When you reach the ALTAR PLATFORM, BOW slightly to show reverence.

Walk around the outside of the altar platform, walking along the LEFT side of the ALTAR, until you come to the WOODEN CROSS.

Place the processional cross into the holder at the base of the wooden cross. Keep the “Jesus” symbol facing toward the congregation,

Walk to your seat at the side of the altar area.

Sit respectfully and engage in the worship service. Remember, you are in front and the whole congregation can see what you are doing. You are a role model for the younger children sitting in worship. When it is time for communion, follow the usher's lead. If the ushers forget to lead you, take communion when the ushers do.

During the second verse of the final hymn or song, or when the pastor motions for you to go, retrace your steps back to the wooden cross.

Remove processional cross, making sure that the "Jesus" symbol is facing out. Lift it so that it is above your head and retrace your steps to the front of the platform. BOW slightly and then proceed slowly down center aisle to the narthex.

Place cross in floor stand in the lobby next to the welcome center.

After the song is over, return to the worship storage area, and carefully hang up your alb on the same hanger (they are labeled according to length), and hang cincture up neatly on the hooks of the closet door.

Retrieve bulletin and sermon worksheet from your chair in the sanctuary. Put your worksheet in the folder at the welcome center.

Know that you have served God by serving as a crucifer and for you, we give thanks.

Duties of the ACOLYTE

Arrive 15 minutes before the worship service is to begin.

Place a bulletin, sermon worksheet and pencil on one of the front chairs on the left side of the altar area.

Go to the room which is on the left side behind the altar, and go to the closet where the albs and cinctures are stored and put one on.

Locate the CANDLE LIGHTER in the church lobby, next to the welcome center. Make sure there is enough wick, and that the wick is working properly. Retrieve it and wait for the worship service to begin.

When handling the candle lighter, be **careful not to touch the metal part**. Your fingerprints will cause it to tarnish. When carrying the candle lighter, hold it with your two hands about 24 inches apart, straight up and down, with the flame forward and the bell toward you.

Just before the worship service begins, usually after the pastor has welcomed the congregation for worship, have an usher or the worship assistant light the wick.

When the processional music begins, lift the lit candle lighter above your head in front of you and slowly walk toward the ALTAR, following about five paces BEHIND the crucifer. If you walk too quickly, the candle lighter will blow out.

When you reach the ALTAR PLATFORM, BOW slightly.

Proceed onto the platform, and light the LEFT candle first. Then walk and light the candle on the RIGHT. This will allow the candle closest to the cross to be lit the longest.

EXTINGUISH the candle lighter by sliding the wick down and IMMEDIATELY back up. If you do not push the wick back up, it will become stuck inside of the candle lighter.

Proceed back to the front of the platform and continue walking around the altar platform on the left side, and go to the storage room behind the altar. Place the candle lighter in the holder which is found immediately inside the room, to the right of the doorway.

Return to your chair on the left of the altar area.

Again, sit respectfully and engage in the worship service, remembering that you are in front of the whole congregation. You are a role model for the younger children sitting in worship. Pay attention to the usher's directions during communion. Remember, if the ushers forget to lead you, take communion when the ushers do.

During the second verse of the final hymn or song, or when the pastor motions for you to go, go back to the storage area and pick up your candle lighter. Waiting for the CRUCIFER to go ahead of you, go around the OUTSIDE of the altar area to the front, and then go up to the altar. DO NOT stop to bow before proceeding onto the platform.

Using the bell part of the candle lighter, extinguish the candle on the RIGHT, then extinguish candle on the LEFT. Do not clank the bell on the candlesticks!

Walk off the front of the altar platform, then turn toward the altar, and BOW slightly, and then turn around and walk behind the crucifer down center aisle to the lobby.

Place candle lighter in the floor stand.

After the song is over, return to the worship storage area, and carefully hang up your alb on the same hanger (they are labeled according to length), and hang cincture up neatly on the hooks of the closet door.

Retrieve bulletin and sermon worksheet from your chair in the sanctuary. Put your worksheet in the folder at the welcome center.

Know that you have served God by serving as an acolyte and for you, we give thanks.