

## GENERAL NOTES

1. To serve is a win-win situation. The Congregation wins when we have a dignified, proper service, which requires your help. You win by doing this important ministry in the service of God. It is an honor and privilege for any of us to serve God in any way we can.
2. In general, stand and sit up straight with a pleasant expression. You should enjoy the service, but please don't joke around or chat socially.
3. Don't worry about mistakes: just help and support each other. Don't hesitate to ask, quietly, if you're not sure.
4. If you can't make a service you're scheduled for, please contact one of the other acolytes to take your place. The phone numbers of all acolytes are listed on the quarterly schedule.
5. Bowing: The Torch Bearers and Crucifer never bow when carrying the candle lighters, candles or cross. At other times, we all bow when we approach or leave the altar. When two of us do this at the same time, be sure to bow together.
6. All of us should be vested and at the rear of the church 15 minutes before the service, which currently starts at 10AM.
7. The **Verg**er is the coordinator of the service participants. He/she gives any last minute instructions, is available for questions and can substitute for the Server. Since we have no active Verg
- er in the Service. If you need last minute instructions, ask the Rector, Deacon or an experienced Acolyte.
8. With time, all should know the duties of the Book Bearer, Torch Bearer and Crucifer, in case your scheduled duty needs to be switched. So, the remainder of this document will take us through the Communion service, step by step, covering all the duties. The title of each assigned duty is in **bold, enlarged** print, so you can review the duties as you study the service or review your particular assignment for a given Sunday.

## THE COMMUNION SERVICE FROM BEGINNING TO END.

### 1. First Things

Ten minutes before the service, the **Book Bearer** goes down the left aisle to the altar, picks up the Gospel book from the altar and returns to the rear of the church.

He/She is followed by the **Torch Bearers**, who go down the left aisle through the door, enter the Sanctuary, bow together at the altar, go to their candle lighter/snuffers and light them. They then go to the 6 candles at the rear and light them, *starting at the inside* candle and going toward the outside. Then go to the front of the altar and light the 2 candles together. Extinguish the lighters and place them in their holders. Return to the altar, bow, and return to the back of the church and light your candles. If there is only one **Torch Bearer**, start at the rear and light the 3 candles on *the right first, inside to outside and then the 3 on the left*. Go to the altar, light the right hand candle first and then the left, bow and do as above.

### 2. The Processional

After the prayer, line up as follows:

Crucifer  
(Wear white gloves)  
Torch Bearers  
(one step behind Crucifer)  
Server  
Vergers  
Book Bearer  
(Elevates the closed Gospel book)  
Deacon  
Priest

Start the Processional when the singing starts, with the **Crucifer** walking at a moderate pace, not rushing.

The **Crucifer** and **Torch Bearers** (still one step behind) stop, facing the altar rail, until the choir is in

place. Then the **Crucifer** puts the cross away, laying the white gloves by the cross, and sits in the back choir row near the cross. The **Book Bearer** places the Gospel book on the altar, bows, and sits by the Crucifer. The **Torch Bearers** enter the Sanctuary, split, place their candles, still lit, in the holders, and sit in the chairs nearest the altar. The **Vergers** enter the Sanctuary and go left to sit- but if subbing for the Server, sits on the right as follows. The **Server** enters the Sanctuary and goes right to sit in the left hand chair.

### 3. The Gospel Procession

After the second lesson is read (and the music starts), the **Crucifer** goes to the Cross, puts on the white gloves and takes the Cross to face the altar and turns around. The **Torch Bearers** pick up their candles and stand behind **Crucifer**. The **Book Bearer** gets the Gospel book from the altar and follows the Torch Bearers. All then process to the top of the stairs, followed by the **Deacon** (or Priest). The **Torch Bearers** split to stand facing each other. The **Crucifer, Book Bearer** and **Deacon** then go down the stairs. The **Crucifer and Book Bearer** stop halfway back and turn to face the **Deacon**. The **Book Bearer** then hands the Gospel Book to the **Deacon** (or Priest). After the **Deacon** finishes the Gospel, he stands aside as the **Crucifer and Book Bearer** process to the Altar followed by the **Deacon** and joined by the **Torch Bearers** at the top of the stairs. All then return to their places.

#### 4. The Offertory

After the peace, the Priest announces the Offertory. The **Torch Bearers**, with the one on the left picking up the offering plates in the holder, leave the altar to go to the top of the stairs. The offering plates are given to the ushers, and the other takes the bread and wine and returns immediately to inside the altar rail, where the elements are given to the **Server**. The "offering" **Torch Bearer** may sit with the offering plate holder facing the choir, until returning to the stairs to accept the plates from the ushers, and returning to the altar to give them to the **Server**, who then gives the plates to the Deacon or Priest. The **Torch Bearer** then returns to the usual seat. At the end of the Offertory music, the Priest will give the plate to the **Verger** or **Torch Bearer** on her right.

#### 5. The Communion

The **Server** assists the **Deacon** (or Priest) at the altar during the offertory and throughout the communion as needed.

The following actions will vary some depending whether the second serving station on the organ side in front of the 1st pew is used. This is sometimes done during the winter for those who only wish to dip the wafer in a cup which has not been drunk from. After the Priest announces the invitation to Communion and the Chalice Bearer is inside the Altar rail, the **Torch Bearers** face the altar, bow, close the rail and place the kneeling cushion under the rail. (If the second serving station is to be used, they must wait until those serving the bread and wine at this station leave the altar before closing the rail.) They then, without taking Communion, go to the first pew, face the altar and wait until the choir has almost completed their Communion. They then walk back a few pews to let about 12 parishioners go to the

altar and then stop. The trick here is to keep moving back to keep the altar rail full without many people in line. The **Torch Bearers** follow the last Parishioners to the Communion rail and take Communion. Tell the Priest If you see anyone in a pew that may want Communion taken to them. Then open the Communion rail, return the kneeling cushion to its position, bow, and return to your seats. After the Priest gives the blessing and announces the recessional hymn, pick up your lighter/snuffer and 1st extinguish the candles on the altar and then the 6 candles on the back wall, *going from the outside to the inside*. Then replace the lighter/snuffers, as we start the:

#### 6. Recessional

In general we'll line up as we did for the processional. To accomplish this, the **Crucifer**, bows, goes to get the cross, puts on the gloves and goes to the top of the stairs and stops. The **Torch Bearers** pick up their candles and follow the **Crucifer**, stopping a step behind him/her. Next to line up are the choir, the **Server**, who 1st gives the Gospel book to the Book Bearer, the **Verger** and then the **Book Bearer**, who elevates the gospel book. The **Crucifer** starts the recessional when the Priest signals and the Deacon and Priest follow as all go to the back.

#### 7. The End

After the dismissal, the **Crucifer** puts away the cross and gloves, the **Torch Bearers** extinguish the candles and put them away and the **Book Bearer** goes down the side aisle to put the Gospel book on the altar. Then hang up your vestments. Thank you for your help.

Please study this document and put it in a safe place so you can review it when needed.