

John Wesley

United Methodist Church

Acolyte/Crucifer Handbook

Before Service

Suggested dress for Sunday you are Acolyte or Crucifer:

- Males – wear long pants and nice pair of shoes (prefer no jeans and no tennis shoes)
- Females – wear a skirt or nice pants and a nice pair of shoes (prefer no beach flip flops)

When to arrive: at least 10 minutes before the service

What to do before the service:

- Dress in cassock and cotta with wood cross
- Check bulletin for special events during the service
- Make sure you have a hymnal and bulletin on your chair
- Report to the choir room 5 minutes before service.

Acolyte

- Candle lighter and Zippo lighter are in the back of the church
- Light candles and extinguish if you are Acolyte at the 1st service of the day
- If baptism is occurring check for
 - baptismal candles
 - small candle lighter under your chair

Crucifer

- Cross is at the back of the church
- Offering plates are in the pulpit
- If baptism is occurring check for:
 - pitcher with water
 - baptismal bowl is in baptismal font

Acolyte basic Sunday steps during worship

Acolyte – is responsible for the flame

- During the Prelude Carry the flame in from the back of the church following the crucifer
- Stops in front of the cross and make a bowing gesture
- Lights the candle on the right
- Stops at the cross to and make another bowing gesture
- Lights the candle on the left
- Looks at the cross and make a bowing gesture
- Walk toward seat and blow out flame once you are close to your seat
- Place the lighter in the holder
- Sit in Seat and participate in worship (see special instructions if you have a baptism and/or communion)
- During 2nd to last verse of last hymn
- Removes lighter from lighter holder
- Walks to altar and bows at the cross
- Lights lighter from the left candle
- Extinguishes the left candle
- Stop at the cross and makes a bowing gesture
- Extinguishes the right candle
- Look at Cross and make a bowing gesture
- Walk out of the sanctuary with behind the crucifer

Crucifer basic Sunday steps during worship

Crucifer – is responsible for the symbols

- During the Prelude Carry the cross in from the back of the church leading the acolyte
- Turn and face congregation with cross when you reach the front of the sanctuary
- Walk acolyte light candles in the reflection
- Once acolyte has finished lighting candles place the cross in the holder
- Sit in Seat and participate in worship (see special instructions if you have a baptism and/or communion)
- During offertory while ushers are walking up from back get offering plates
- Starting on your left hand out offering plates (helps to put a thumb in-between plates)
- Return to seat
- During 2nd to last verse of last hymn
- Removes Cross from the holder Stand and wait for Acolyte to finish extinguishing candles
- Walk out of the sanctuary with acolyte following

Baptism Procedure

Acolyte's main responsibility for a Baptism - **Light the Baptism Candle**

Crucifer's main responsibility for a Baptism - **Fill the Baptism Bowl with water**

Both happen during the **"Thanksgiving over the Water"**

Before the Service

- Acolyte - needs to place small Candle lighter under his/her chair and check that a Baptism Candle is on the Altar
- Crucifer – needs to make sure a pitcher with water in it is on the Altar and the Baptism Bowl is in the Baptismal Font

During the "Thanksgiving over the Water"

Acolyte

- 1) Get the small Candle lighter
- 2) Light the Candle lighter from a lit candle on the Altar
- 3) Light the Baptism Candle
- 4) Sit back down

Crucifer

- 1) Removes lid from Baptismal Font
- 2) Places lid on ledge next to organist
- 3) Pours water from pitcher into the bowl (stand on side so congregation can see)
- 4) Places pitcher back on Altar
- 5) Removes Baptism Bowl from Baptismal Font
- 6) Places Baptism Bowl on the Altar
- 7) Sit back down

When Pastor(s) carries the Baby down the aisle into the congregation

Acolyte

- 1) Use small candle lighter to extinguish the Baptism Candle
- 2) Sit back down

Crucifer

- 1) Place Baptism bowl back in the Baptismal Font
- 2) Place the cover back on the Baptismal Font
- 3) Sit back down

Communion Procedure

Acolyte and Crucifer's main responsible for communion – to assist those serving communion with handing them the elements

Processing in on communion Sunday

Communion rail should be up (which will not allow you to walk up the center) this mean the crucifer goes to the left and the acolyte goes to the right when you get to the front of the Church.

Taking communion yourself

When the choir goes up to receive the elements you wait for Mrs. Margaret and then follow her.

Assisting with Communion

- One of you stands on one side while the other one stands on the other side of the communion table
- When the server runs out of juice give them another tray (do not touch individual cups)
- When communion is over sit down

Special Occasions

When there is only an Acolyte – Follow procedure for Acolyte and then follow procedure for Crucifer

When Communion and Baptism happen during the same service -Find where “Thanks giving over the Water” occurs in the service

- 1) If “Thanksgiving over the Water” is during the regular baptism order of worship, proceed with the steps outlined above on page 1.
- 2) If “Thanksgiving over the Water” is during the prayer of the people
 - a. Crucifer – during “Thanksgiving over the Water” proceed with the steps outlined above on page 1.
 - b. Acolyte – wait until the hymn before the Baptism, and during the last verse of the hymn follow the procedure for lighting the Baptism candle.
 - c. Both – follow procedure listed above on page 1 for when the Pastor(s) carries the baby down the aisle.

Schedule Procedure

The yearlong schedule is made in September. We do our best to accommodate worship preferences. Also we try to schedule youth for the same Sunday of each month.

If you have a conflict with your scheduled time – please contact the youth who is acolyte or crucifer for the 1st week you are available to reschedule. Please then contact David and Danielle to let them know of the switch.

If you are sick or have an emergency – please contact David by text at (843)793-9222 and he will find someone to cover your spot.

We do expect youth who commit to the Acolyte Ministry to be an active member which means they should acolyte at least 10 times a year, if not more. If your child can not cover their assigned time please make sure we are finding time for them to reschedule and not just get a substitute.

Acolyte Ministry Participant Form

Youth's Name: _____

School Grade: _____ Best Phone Number: _____

Whose phone and what type: _____

Student's Cell (if they have one and OK to publish): _____

Mother's Name: _____

Mother's Email: _____

Father's Name: _____

Father's Email: _____

What morning worship service does your family attend?

8:30am

11:00am

Both