

# ACOLYTE PROCEDURES

## Before the Worship Service

1. Arrive a minimum of 15 minutes before the worship service begins.
2. Put the appropriate size acolyte robe on.
3. Get yourself a bulletin.
4. Determine if there is communion or not.
5. Have a prayer with pastor, elder, or one of the ushers.
6. 5-10 minutes before service, get the candle-lighter.
7. Light wick and begin lighting candles as instructed below.

## THE WORSHIP SERVICE PROCEDURE

### Entering the Altar Area- To *LIGHT* the Candles

#### For 'Non-Communion' Services

1. Go to the front of the Altar and bow (reverence) facing the Altar.
2. Go to the ***right*** side of the Altar and light the candles starting **from lowest to highest.**
3. Turn toward the Altar and bow (reverence) facing the Altar.
4. Go to the ***left*** side of the Altar and light the candles starting **from lowest to highest.**
5. Go to the front of the Altar and bow (reverence) facing the Altar, extinguish candle-lighter flame, and put candle-lighter away.

#### For 'Communion' Services

1. Go to the front of the Altar and bow (reverence) facing the Altar.
2. Go to the ***right*** side of the Altar and light the single communion candle.
3. Turn toward the Altar and bow (reverence) facing the Altar.
4. Go to the ***left*** side of the Altar and light the single communion candle.
5. Turn toward the Altar and bow (reverence) facing the Altar.
6. Go to the ***right*** side of the Altar and light the candles starting **from lowest to highest.**
7. Turn toward the Altar and bow (reverence) facing the Altar.
8. Go to the ***left*** side of the Altar and light the candles starting **from lowest to highest.**
9. Go to the front of the Altar and bow (reverence) facing the Altar, extinguish candle-lighter flame, and put candle-lighter away.

## **Entering the Altar Area- To EXTINGUISH the Candles**

### **For 'Non-Communion' Services**

1. Go to the front of the Altar and bow (reverence) facing the Altar.
2. Go to the ***left*** side of the Altar and extinguish the candles starting **from highest to lowest**.
3. Turn toward the Altar and bow (reverence) facing the Altar.
4. Go to the ***right*** side of the Altar and extinguish the candles starting **from highest to lowest**.
5. Before you extinguish the last candle, light the wick of the candle-holder. Then extinguish the last candle.
6. With the candle-lighter wick still lit, go to the front of the Altar and bow (reverence) facing the Altar, and then walk up the main aisle and out the main doors, and then extinguish the candle-lighter flame in the narthex (entry area).
7. Put the candle-lighter back to where it belongs after the announcements.

### **For 'Communion' Services**

1. Go to the front of the Altar and bow (reverence) facing the Altar.
2. Go to the ***left*** side of the Altar and extinguish the candles starting **from highest to lowest**.
3. Turn toward the Altar and bow (reverence) facing the Altar.
4. Go to the ***right*** side of the Altar and extinguish the candles starting **from highest to lowest**.
5. Turn toward the Altar and bow (reverence) facing the Altar.
6. Go to the ***left*** side of the Altar and extinguish the single communion candle.
7. Turn toward the Altar and bow (reverence) facing the Altar.
8. Go to the ***right*** side of the Altar and before you extinguish the last candle, light the wick of the candle-holder. Then extinguish the last candle.
9. With the candle-lighter wick still lit, go to the front of the Altar and bow (reverence) facing the Altar, and then walk up the main aisle and out the main doors, and then extinguish the candle-lighter flame in the narthex (entry area).
10. Put the candle-lighter back to where it belongs after the announcements.