

Acolyte Customary

St. Andrew's Episcopal Church, Wellesley

Crucifer

Before the 10 a.m. Sunday Service:

1. Arrive at Acolytes' Closet by 9:40 a.m.
2. Vest in white cassock alb and cincture
3. At 9:45 a.m. take a taper/snuffer from the stand across from the sacristy door; light the taper; enter the church through the sacristy; go to the front of the altar (your back to the congregation); bow slightly; light the RIGHT (Epistle) candle first, then the LEFT (Gospel) candle
4. Go to the Transept Chapel altar and, standing in front of it, light the RIGHT (Epistle) candle first, then the LEFT (Gospel) candle; return to center; bow slightly; extinguish the taper/snuffer and return it to its stand outside the sacristy door
5. At 9:50 a.m. take processional cross from stand behind altar and place it in the holder on the pew just outside the double doors closest to the baptismal font
6. Make sure the torch bearers and banner bearer are vested and ready
7. Go to the Harvey Room for the prayer

The Procession

1. Go straight to the double doors into the church as the procession forms
2. When the organist begins to play the opening hymn, be ready to go through the doors and take the processional cross from the holder on the pew
3. Proceed SLOWLY down the side aisle; turn left and continue down the center aisle
4. Climb up the steps to the altar and stand in front of the altar until the clergy are in place and signal to you that it is time to put the cross in its stand
5. Carry the processional cross around the altar to your *right* and place it securely in its stand
6. Go to the acolyte chamber and participate in the service as a member of the congregation

Preparing the Communion Table

1. During the offertory anthem go to the credence table
2. Pick up the big rectangular silver bread box so that the hinges face you; open the box and hold it for the deacon, who will take wafers out of it; close the box and put it back on the credence table; bow slightly.
3. Take the stoppers out of the wine and water cruets; grasp the cruets firmly at the widest point, making sure that the handles are facing outward
4. The deacon will take the wine cruet first, fill the chalice and hand the cruet back to you; then the deacon will take the water cruet, pour some water in the chalice and hand the cruet back to you
5. Place the cruets back on the credence table
6. Pick up the lavabo towel and drape it over your left arm; pick up the lavabo bowl with your left hand; pick up the water cruet by its handle and hold it in your right hand; the celebrant will put his or her hands over the lavabo bowl: pour a few drops of water onto the hands; the celebrant will dry his or her hands on the towel draped over your arm
7. Return the bowl and towel to the credence table
8. Put the stoppers back in the cruets
9. Sit on the rush stool next to the clergy bench

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The Offertory

1. Take the collection plate from the shelf under the credence table
2. Go down to the altar rail opening; stand on the left side of the opening
3. Tip the plate so that it is parallel to your body
4. When the usher comes to you tip the plate so that its perpendicular to your body; accept the offering with a slight bow to the usher
5. Turn, climb the stairs; let the celebrant take the note that will be resting on the top of the plate, then lift it high while the congregation sings the Doxology
6. At the end of the Doxology return the plate to the credence table shelf

At Communion

1. Come to the back rail to receive Communion along with the chalice bearers
2. Take an intinction cup and follow the chalice bearer serving the pulpit side of the front altar rail; offer the intinction cup to anyone holding a wafer, saying the words, "The Blood of Christ, the Cup of Salvation."
3. Return to your seat

The Recessional

1. When the organist begins playing the final hymn, go to the processional cross stand behind the altar; immediately join the torch-bearers at the gate
2. When the choir approaches, turn and begin the march out
3. At the back of the church, turn right, walk down the side aisle, climb up the steps near the font and put the cross back in the stand behind the altar
4. Go to the stand outside the sacristy door and get a taper/snuffer; enter the church through the sacristy after a ten-second count from the end of the hymn
5. Go to the front of the altar; bow slightly; extinguish LEFT (Gospel) candle first, then the RIGHT (Epistle) candle; return to the center; bow slightly
6. Go directly to the Transept Chapel Altar and, standing in front of it, extinguish LEFT (Gospel) candle first, then the RIGHT (Epistle) candle; return to the center; bow slightly
7. Return along the side aisle to return the taper/snuffer to its stand
8. Go to the Acolytes' Closet; remove and hang up your cassock alb
9. ALL DONE! THANKS!!!

When lighting and extinguishing candles, remember:

Light Right

Unlight Left

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Torch Bearers

Before the 10 a.m. Sunday Service

1. Arrive at the Acolytes' Closet by 9:40 a.m.
2. Vest in red cassock and white cotta
3. Go to the Harvey Room for the prayer

The Processional

1. Follow the crucifer to double doors into the church as the procession forms
2. Light your torch
3. Walk side by side with the other torch bearer down the side aisle, around to the left and down the center aisle: Try to hold your torch so that the flame is at the same height as your partner's flame
4. When you get to the front of the church, climb up the steps to the altar and stand one on each side of the crucifer; wait until the clergy are in place and give you the signal to put your torches in their stands
5. Turn to the right, walk through the space between the clergy pew and the pulpit and place your torch in the stand; extinguish the candles
6. Take your seat and participate in the service as a member of the congregation

The Gospel Procession

1. When the sequence hymn begins get your torches and light the candles
2. At beginning of the last verse of the hymn, walk down the stairs behind the pulpit to the opening in the altar rail; face the altar; one torch bearer should stand on the right side of the opening, and the other one on the left
3. When the reader comes down the stairs with the Gospel Book, turn to the congregation and walk to the place where the carpet starts
4. Turn and stand face to face with the other torch bearer with the reader between you
5. When the reading is over, follow the reader to the altar rail opening at floor level facing forward; pause, then turn right and return to the acolytes' chamber by walking under the pulpit and up the stairs
6. Extinguish your candle, put the torch in the stand and resume your seat

At Communion

1. Follow the choir to the front rail and kneel to receive communion
2. Return to your seat

The Recessional

1. When the crucifer gets the processional cross, get your torch and light it
2. Go back to the opening in the altar rail, one torch bearer on either side of the opening, facing forward; wait for the crucifer to join you
3. When the crucifer passes you, turn and follow down the center aisle
4. After the dismissal, extinguish your candle; return the torch to the stand outside the sacristy door
5. Go to the Acolytes' Closet; remove and hang up your cassock and cotta where you got them
6. ALL DONE! THANKS!!!

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Banner Bearer

Before the 10 a.m. Sunday Service:

1. Arrive at Acolytes' Closet by 9:45 a.m.
2. Vest in red cassock alb and white cotta
3. Take the banner from its stand behind the font and carry it into the hallway; secure it in the clip on the wall just outside the annex office
4. Go to the Harvey Room for the prayer

The Procession

1. When the procession is forming, retrieve the banner
2. Take your place in the procession just in front of the chalice bearers and clergy
3. Follow the procession to the front of the church; just before you get to the step at the altar rail, turn left and take the banner to its stand behind the font
4. Walk up the stairs and along the back rail to your seat in the acolytes' chamber
5. Participate in the service as a member of the congregation

At Communion

1. Follow the choir to the front rail and kneel to receive communion
2. Return to your seat

The Recessional

1. Get the banner when the crucifer gets the cross and the torch bearers their torches
2. Take the banner to the front of the church; stand and wait until the choir recesses
3. Follow the choir to the back of the church; carry the banner down the side aisle and return it to its stand behind the font
4. Go to the Acolytes' Closet; remove and hang up your cassock and cotta
5. ALL DONE! THANKS!!!