

A. Acolyte Manual

Why Acolyte?

Your friends will watch you as you process and think you're a superhero. No joke. You'll be sporting the biggest 'bling' in church. Awesome Robes. Duh.

The life of an acolyte is one of service. Service to Grace. Service to the community. Service to God.

If you a 4th-grader - adult, you have the unique and exciting opportunity to participate all year long in this wonderful ministry. Acolytes have been central to the worship experience since the beginning of The Church. They'll get to be a part of church history, learn more about the Anglican tradition, serve others, work within a team, wear fancy robes, meet new friends and have fun doing all of it!

Things to Remember:

- If you have long hair, please tie it back, especially if you are one of the torch bearers.
- Be Alert.
- Anticipate your next move.
- If you're not sure what to do, ask your captain, the First Server.
- Work as a team and try to move in unison with them.
- T h e clergy depend on you to be leaders during the service.
- If you make a mistake, don't worry. Chances are no one noticed. Carry on as though you didn't make the mistake and learn from it for next time.
- Show up on time. This usually means at least 30 minutes early unless otherwise noted.
- Most of all, DON'T PANIC.

THINGS YOU NEED TO KNOW:

FOR ACOLYTES

We are honored to serve the Lord at His Altar (Numbers 16:9), and the time before the worship service is a time for prayerful preparation. *“ACOLYTE” means “helper.” An acolyte serves to help the congregation worship. While being an Acolyte should be enjoyable, it does require a serious desire to help others. This means that we must be willing to “give up” some things for ourselves. An Acolyte gives up the ability to not pay attention, to not participate in the worship, and not be constantly aware of what he or she is doing and how it will affect others in the congregation. It is a rewarding experience, and like all rewarding experiences it will require a bit of work on your part.*

An Acolyte has the dual (and somewhat contradictory role) of aiding in the leading of the worship while also not drawing attention to the person of the acolyte. In most cases, the Acolyte will be the example for the congregation to follow.

- For example, when the Celebrant crosses himself or bows, the Acolyte will normally do the same – but do so in a muted fashion.
- When the celebrant sits, servers stand until he/she is seated and then sit down.
- Whereas unique acts of personal piety are appropriate while in the congregation, they tend to cause confusion if done by Acolytes. Please refrain from them.
- The goal of movement within the Nave is that it is to be flowing, symmetrical, harmonious, and smooth. This is in contrast to the goal of military movement that has as its goal a sharp and crisp movement.
- Liturgy is a type of dance, thus movements are stylized and choreographed.
- Move in symmetry with the other Acolyte(s) as much as possible.
- In an effort to be transparent in the Chancel, try to move at times when the eyes of the congregation are elsewhere (e.g. during a hymn). The eyes of the congregation will naturally track motion, so movements should be deliberate and slow.
- Silence is appropriate in worship, but try to keep the congregation from waiting. For example, be prepared to bring the offering plates to the front for the Ushers at the end of the Peace.

Service responsibilities:

Before the Service

Vesture (robing)

- Attire - The Altar party will be vested in Room 1 for Sacramental services.
- Black shoes are the best to wear, as they are the least likely to attract attention.
- Shirts with writing will show through the alb and be read by the congregation.
- A solid colored shirt/blouse is best.
- A properly sized alb or cassock will come down to the ankles.
- Select cincture (aka rope belt or “girdle”).
- Tie the cincture with the knot to the right side or with paired loops on each side.

Candle lighting

- Always light the Epistle candle (on the right as you face the altar) and then the Gospel candle (on the left as you face the altar).

- When putting out the candles, the Gospel candle is extinguished first.
- If many candles are lit, go from inside to out.
- *The Gospel candle never stands alone.*

General preparation

- Join at the tower 5 minutes prior to service
- During the Service
 - Crucifer – first server assists priest/deacon in preparation of the Eucharist. This server brings the elements (brought to the front when the Ushers come up for the offertory plates) to the priest/deacon and assists in the preparation as directed by the priest.
 - The second server (Gospel Book) brings the offertory plates to the Ushers and gathers them at the Doxology.
 - The first server is responsible for ensuring the bells are rung at the correct times.

Processional: At Grace, we have a regular processional, with some occasions requiring a longer, more formal processional.

Regular Services order of procession:

- Crucifer
- Torchbearer/Torchbearer
- Banners when used
- Choir
- Second Server with Gospel Book
- Deacon
- Celebrant

Special Services order of procession:

- Thurifer
- ?? b dout boy/girl
- Crucifer
- Torchbearer/Torchbearer
- Banners when used
- Choir
- Flags
- Second Server with Gospel Book
- Deacon
- Celebrant

Things to Remember:

- Do not bow to the altar if carrying a liturgical object (cross, torches, Gospel Book);
- If carrying a hymnal, Book of Common Prayer, or a non-liturgical object, bow/reverence the cross.
- Torchbearers should flank the crucifer side by side.
- At the appointed time, and on the signal of the Celebrant (usually at the 2nd verse of the opening Hymn) the Crucifer usually begins the procession.
- The Crucifer raises the Cross approximately two (2) feet from the floor and proceeds solemnly towards the Altar.
- The rest of the Procession follows the Crucifer with a regular spacing of an arm's length (approximately 3 feet) from the person that they follow.
- When the Crucifer reaches the bottom step of the platform, the Crucifer will, with no hesitation, walk up the steps and move directly to rest the cross in the stand.
- The Torchbearers follow the same pattern as the Crucifer.
- When the Choir reaches the bottom step of the platform, reverence the Altar, and each will process to choir chairs
- When moving in pairs, move in unison (the person on the far right leading), and reverence the Altar in unison.
- Whether reverencing the Altar singly or in pairs, do not reverence the Altar so slowly that it causes the procession to stop or slow down.
- Ecclesiastical banners, when used, may be interspersed throughout the procession in front of the group that the banner designates (e.g. the Choir). Patron Saint banners may precede the Crucifer, as they originally were hung from the Processional Cross.
- If the US Flag is in the processional, it is dipped slightly below the cross; the cross is NEVER dipped.
- Special Services or Processionals:
 - Great Litany – All process in single file, following the Crucifer. The priest will inform the Crucifer of the route and/or direction.
 - Special Services with Full Processional
 - Special Services with Thurifer

The Service

Pre-offertory

The Holy Communion

Preparing the Lord's Table – begins during the Offertory:

- All members involved with the distribution of the Holy Sacrament will use a hand sanitizer after the Passing of the Peace.
- The first server removes the tops of the water and wine cruets and leave the tops on the Credence Table.
- When the Celebrant sanitizes his hands, begin preparing for the next stage of the liturgy. o Celebrant will put on the chasuble and kiss the Altar
- After the Peace, the Celebrant will recite the Offertory sentence.
- The Oblations Bearers and Ushers will bring the elements and official attendance count to the altar.
- The first server will bring the elements to the priest/deacon. The second server will distribute the offering plates to the ushers.
- During the anthem, the ushers each take a section and offer the plates to each row.
- In the back, they will gather, stack the plates from the seats on the side onto the center row's plates, and two of the ushers will bring these to the altar.
- Ushers remain at the altar until the Doxology is over.
- Only a Deacon or Priest may prepare the Altar for the Eucharist, with preference being given to the Deacon. They will follow church protocol; acolytes will assist as directed.
- Once the Altar has been prepared, the Celebrant/Deacon will have left various items on the right side of the Altar (e.g. the veil, burse, wine cruet top, ciborium, and the attendance count).
- First server will take the top off the water cruet (if not already done), and place the Lavabo Towel across the left wrist.
- The second server will Pick up the Lavabo Bowl with the left hand and the water cruet with the right.
- The 1st Server will move forward to flank the Celebrant when the 2nd Server moves forward with the Lavabo Bowl.
- Proceed to the right side of the Celebrant/Deacon at the Altar with the handle of the cruet facing the Celebrant/Deacon.
- The Celebrant/Deacon will take the water, add some water to the Chalice and Cruet, and then hand the cruet back to the 2nd Server.
- Pour water from the cruet into the Lavabo Bowl over the Celebrant's outstretched fingers. This will allow the Celebrant to wash his fingers and dry them on the Lavabo Towel.
- While 2nd Server washes the Celebrant fingers, the 1st Server will remove the veil, burse, wine cruet top, ciborium, and the attendance count.
- The Celebrant will bow to the 2nd Server and the acolytes will go back to their chairs in unison
- Celebrant will receive the Offering and begin the Eucharistic Prayer

- Sanctus Bells: During the Eucharistic Prayer, the FIRST SERVER rings the Sanctus Bells five times.
 - At the beginning of the Institution Narrative (omitted in Eucharistic Prayer C)
 - The words over the bread
 - The words over the wine
 - The epiclesis
- The Great Amen (1) These are all marked in the Book of Common Prayer located next to the Sanctus Bells.
- Eucharistic Ministers Immediately following the Lord's Prayer, report to the back of the sanctuary in front of the baptismal font. The two chalice ministers are first, followed by the two intinction ministers.
- After the Bidding (i.e. the Celebrant says, "The gifts of God for the people of God...") the Eucharistic Ministers walk to the altar (chalice ministers in center; intinction on each side), bow and report to the sides where they will be serving. In addition, all acolytes will also report for communion.
- The Celebrant will receive the Holy Sacrament in both kinds, and then communicate the Eucharistic Ministers and others serving in the worship service.
- Any vested clergy will be communicated prior to the laity. (BCP 407)
- The choir will receive Holy Communion, return to their seats, take a moment of reverence, and begin singing hymns.
- The celebrant will give each Eucharistic Minister and Healing Team a chalice and purificator.
- When each Eucharistic Minister has received the wine, take the chalice, wipe it with the purificator, and turn the chalice 1/4 turn. This is to be done after every participant.
- Celebrant will move to the front center of the Altar.
 - Once he moves from behind the Altar, the Eucharistic Ministers will move to the corner of the
- last set of pews on each side of the Altar with the chalices.
- Parishioners wanting healing will go to communion rail and then to St. Mary's Chapel to receive prayers.
- Most parishioners will stand and move to the center walkway to receive Communion.
- Once these parishioners have received Communion, check for Service Hosts / parishioners that are standing near others that have not been able to physically stand in line to receive Communion.
- As soon as the congregation has received communion, two LEMS will bring communion to the director, and the choir will line up at the rail.

- The first Eucharistic Minister that has finished distributing Communion to the communicants in his/her receiving line should move with the Celebrant to serve the individuals who could not stand in line to receive Communion. The remaining Eucharistic Minister should begin serving the choir and then clearing the Altar while the Celebrant and other Eucharistic Minister are distributing Communion in the pews.
- Clearing the Altar:
 - As soon as the Eucharistic Ministers are finished with distributing Communion, they report to the altar. They may finish any remaining wine, put the chalices on the altar with the purificator.
 - The priest and/or deacon will clear the altar and instruct the acolytes and lay ministers of any needed assistance
- When the Eucharistic ministers have been dismissed, they walk down the steps, face the altar in a single line, and then the two in the center lead the way with the other two following. They are to walk all the way to the back of the church, then report to their seats.
- The priest or deacon will prepare the communion kit for the LEVs and distribute this to them prior to the prayer of thanksgiving.
- At the end of the service after the blessing/benediction
- Anniversary, Birthday, and Travel blessings
- Processionals/Recessional
 - Follow the same order as processional; timing will be determined by the length of the hymn.
- If the hymn is short, the team lines up at the beginning of the first verse.
 - Otherwise, the crucifer and torches gather at the end of the first verse and begin leaving at the beginning of the second verse.
 - Assemble behind the Altar on the Choir side of the lower Sedilia.
 - The Recessional order is the same as the Processional order.
 - The Celebrant will remain at the Presider's Chair and recess last.
 - The Procession guidelines apply to the Recession.
 - At the appointed time (e.g., following the first verse of the recessional hymn), and at the signal of the Celebrant, the Crucifer raises the Cross and recesses toward the Narthex.
 - The remainder of the Recessional party follows, either paired (e.g., Torchbearers, banner bearers, and Choir) or singly (e.g., the 2nd Lay Reader is the Crucifer, so he/she is followed by the 1st Lay Reader and Celebrant).
 - Reverence the cross as it passes. Move in symmetry; do not reverence the Altar so slowly that it causes the procession to stop or slow down.

The Recession

- At the back of the church, the Crucifer turns around and continues to elevate the Processional Cross.
- The Celebrant or Deacon will offer the Dismissal, with preference being given to the Deacon.
- **Concluding Activities**
 - Crucifer/First server: Return cross to its location at the right rear of the Altar / lower Sedilia. Extinguish candles.
 - Second Server: Extinguish the candles in the reverse order from the lighting. the Candles” section for details.
 - Place the candle lighter/snuffer back in its place in the Sacristy.
 - Torchbearers: Extinguish Torches and place them in the designated location.
 - Banner or Flag Bearers: Place flags/banners in their appropriate locations.
- Acolyte Levels and Responsibilities:
 - Crucifer/1st Server
 - Gospel Book/2nd Server
 - Torch bearers
 - Flag bearers (on special occasions)
 - Thurifers (on special occasions)

Crucifer/1st Server

- When you arrive (30 minutes before the service unless otherwise indicated), check for your team of the day. Notify vergers or priest on attendance.
- **Candlelighting ceremony (with second server if in attendance):** 10 minutes before the service begins, 1st and 2nd servers enter the church through the doors and use the rooks to light the high altar candles (remember: light from inside out, then proceed to the Epistle candle and then to the Gospel Candle; and extinguished in the reverse order. The Gospel candle is never left burning alone.
- Remove the 1st Cross from the chancel (do this in unison with 2nd and 3rd torches; you may need to assist them at first), File down the steps, exit through the doors and line up for procession. You should be at the church doors before the prayer on the lawn.
- **PROCESSION:** After the prayer, 1st Crucifer follows the Verger into the narthex. There is no talking once inside the church. Process 1st Cross in at a

"stately" pace. The side of the cross with the painted nails should be facing out to the congregation (except Easter Season).

- DURING THE SERVICE:

- **GOSPEL PROCESSION**
- DURING PEACE: With 2nd Crucifer, move the silver Gospel Book from the altar to the ledge on top of the pulpit. Move all the wine decanters on the credence table that are unlabeled to the altar and place them to the right of the chalice. Remove the labels from the consecrated wine on the credence table, then return to the baptistery for the peace.
- COMMUNION: Wait for clergy and ministers to leave for their communion stations. Use hand sanitizer before handling any communion elements. After the invitation, take the newly consecrated decanters of wine off the altar and put them on the credence table. Clear the wine and water oblation cruets off the altar and set them on the credence table. Stay at the credence table during communion. Be prepared to help with extra purificators, etc. Help ministers return chalices, etc. back to the credence table.

TORCH BEARER DUTIES

- Torches process behind the shoulder of the 1st Server/Crucifer. Walk up the chancel steps, 1st Cross and left Torch will go around the left side of the altar; right Torch goes around the right side of the altar. Wait for all of the Torches to finish processing, then place the 1st Cross/torches in their bases in unison. Go and stand in front of your seats.
- GOSPEL PROCESSION: At the reading of the lesson, wait at the bottom of the baptistery steps.
- GOSPEL PROCESSION: Walk up to the chancel with the music, or as instructed on the Liturgical Checklist. In unison, remove the 1st Cross and 1st Torches. 1st Crucifer proceeds around the right side of the altar with the right Torch following; left Torch goes around the left side of the altar. Proceed down the front chancel steps to about the 10th pew. The priest will follow you with the silver Gospel Book. Turn to face the altar. 1st Torches stop 2 pews behind the 1st Crucifer and turn inward to face each other. After the children's announcement is made, the priest will move aside in the aisle. 1st Crucifer, with Torches following, processes back to the altar (1st Cross and right Torch around the right side of the altar; left Torch around the left side) and return the cross/torches in unison. File down to the baptistery to sit.

- EXIT PROCESSION:
- When the music begins, remove the 1st Cross and 1st Torches from the altar in unison with 2nd and 3rd Torches. Proceed down the front chancel steps (1st Cross and right Torch around the right side of the altar; left Torch around the left side). Wait at the center until choir members have approached the pillars, then recess at a "stately" pace down the nave and out of the church.
- Wait in the baptistery until the voluntary is finished. Once the music has ended, return the 1st Cross/*Torches* to the chancel. Place them in their bases in- unison with 2nd and 3rd Torches.
- 1st *Torches* then retrieve rooks that are hanging on the railing on the baptistery side of the chancel and extinguish the high altar candles. (remember: extinguish outside-in).
- WHEN YOU LEAVE: HANG vestments in their proper place in the Acolyte Room, then put the sign-in sheet in the Youth office mailbox (on door).

2ND SERVER

- Join the circle on the chancel for communion.
- COMMUNION: Wait for clergy and ministers to leave for their communion stations. Use hand sanitizer before handling any communion elements. After the invitation, take the newly consecrated decanters of wine off the altar and put them on the credence table. Clear the wine and water oblation cruets off the altar and set them on the credence table. Stay at the credence table during communion. Be prepared to help with extra purificators, etc. Help ministers return chalices, etc. back to the credence table.
- EXIT PROCESSION:
- When the music begins, remove the 1st Cross and 1st Torches from the altar in unison with 2nd and 3rd Torches. Proceed down the front chancel steps (1st Cross and right Torch around the right side of the altar; left Torch around the left side). Wait at the center until choir members have approached the pillars, then recess at a "stately" pace down the nave and out of the church.
- Wait in the baptistery until the voluntary is finished. Once the music has ended, return the 1st Cross/*oarches* to the chancel. Place them in their bases in- unison with 2nd and 3rd Torches.
- 1st *Torches* then retrieve rooks that are hanging on the railing on the baptistery side of the chancel and extinguish the high altar candles. (remember: extinguish outside-in).

- BEFORE YOU LEAVE: HANG vestments in their proper place in the Acolyte Room, then put the sign-in sheet in the Youth) office mailbox (on door).
- COMMUNION:
- Move away from the credence table to allow clergy and ministers to get what they need for serving communion. Get one of the wine decanters and extra purificators from the credence table and head to your refilling station.
- If you have not been assigned to a refilling station, stay at the credence table. Please do not talk Before the post-communion prayer, make sure the is open and the kneeler pulled back. Sit in the baptistery.
- POST COMMUNION:
- During the post-communion prayer, retrieve the 2nd Cross from the baptistery. When the music begins, 2nd Torches retrieve the torches from the chancel in unison with the 1st and
- 3rd Torches. 2nd Cross (farches wait next to the ambulatory doors until the choir person you followed in comes down the steps at which point you will follow them in the recession down the nave. · Wait in the baptistery until the voluntary is finished, then enter and return the 2nd Cross to its position. 2nd Tarches return the torches to the chancel in unison with the 1st and 3rdTorches. ·
- BEFOE YOU LEAVE:
- HANG vestments in their proper place in the Acolyte Room. Put gloves in their proper place.

TORCHES

- Gospel procession
- COMMUNION: When communion is over and the last priest has gone back up to the chancel, pull the kneeler back. This should be done before the post-communion prayer.
- EXIT PROCESSION:
- Return torch and hang vestments
- AT END OF THE SERVICE: HANG your vestments in the proper place in the Acolyte Room.
- LIGHTING CANDLES: Light the rooks near the baptistery. If it is during the fifty days of Easter, light the Paschal or Christ candle first. Then proceed to light the high altar candles. Light the candles nearest the center and then work outward. Try to move in unison. (See the diagram below to find your torch) When carrying the torches in procession or recession, stay lined up with your partner behind the shoulder of the Crucifer. Remember to always hold your torch upright (unlike picture above). When placing or retrieving your torches , wait for all the torches to arrive, place or retrieve the torches

in their bases in unison and then turn toward the baptistery in unison. During communion, you will stand with a decanter and extra purificators in your assigned refilling stations spots until communion is over. After the congregation has been served, you will receive communion on the chancel.

- AFTER THE SERVICE: Always wait for the voluntary to end before returning hardware to the chancel. 1st Torches will always use the rooks to extinguish torches after the voluntary. Reverse the process when extinguishing the candles . Extinguish from the outside, in. During Easter, the Paschal candle is extinguished last. HANG your vestments in their proper place in the Acolyte Room.



○ **FLAG FUNDAMENTALS**

- Flags should be waved jubilantly, side-to-side, in a figure-eight motion so that the flag does not catch and get tangled on the pole. It's all in the wrist!
- = Homecoming = Homecoming, Pentecost, Holy Week 1 = Sundays after Pentecost =Advent, Lent = Homecoming, Easter Vigil, 40 Days after Easter, Christmas (until Lent)

VISIONS OF THE VERGER

- I see acolytes arriving thirty minutes before the service. I see them checking in with their Coordinators and Captains and looking at the liturgical Checklist.
- I see acolytes wearing appropriate attire-sensible shoes and no sunglasses, earphones, flipflops, spike heels, purses, or pants they could trip over, or heavy jackets.
- I see acolytes dressed in the size cassock and cotta (as well as the cross for their year) that they were assigned on training day.

1st year = Black 2nd year= Green 3rd year= Red 4th year = Purple 5th year = Blue 6th year = Gold Captains wear Silver

- I see acolytes refraining from gum chewing.
- I see all the vestments hung up neatly.
- Any problems? I see a note on the bulletin board for me.
- I see a proud Verger!

AWESOME ATTENDANCE

- By definition an acolyte is one who serves. To serve one has to attend. The Rule: be there, get a substitute, or trade worship services with an acolyte from another team. You are responsible for your own replacement. If you are absent three or more times without getting a sub, you may be asked to discontinue your service as an acolyte for six months.

POINT SYSTEM:

- Each service with your team = 2pts
 - Getting a sub who shows up = 2pts
 - Dropping In and being used In a service = 3pts
 - Subbing for someone on another team= 4pts
 - Every 5 services you serve with your team = 5pts
 - No sub/No show = -2pts
- Always, always, always contact your Acolyte Coordinator with the names of your subs or with any changes; otherwise we get into he said/she said, blah, blah, blah. There will be opportunities to serve at memorials, weddings and special services throughout the year as well as bonus point services. Once again, there will be individual and team attendance awards this year *so* serve often and have fun!

B. THOUGHTS FOR THURIFERS

PREPARATION:

1. Show up 30 minutes before the service and immediately light the charcoal with the help of the Verger or Acolyte Coordinator.



2. Make sure to check the Liturgical Checklist on the bulletin board (it might be a Grand Procession).
3. Make sure the boat is filled with incense.
4. Get vested once the charcoal *is* well lit.
5. Take the boat and the thurible and wait on the lawn for the Verger.
6. The Verger will put incense into the thurible in the narthex. Make sure the thurible *is* then tightly closed.

PROCESSION:

- You are the first in the procession. Follow the normal route of the 1st Crucifer.
- Go up to the altar. stand between the lectern and flowers to wait for the priest.
- Give the thurible to the priest. The priest will cense the altar then cense you, after which you will bow to the priest.
- Take the thurible back from priest.
- Cense the priest 3x2.
- Stand in front of the altar on the front step then cense the congregation 3x2.
- You will then take incense down the baptistery steps and outside through the ambulatory doors.

GOSPEL:

- During the reading of the lesson, retrieve the thurible from outside. Make sure it is burning well.
- Have the Verger add incense if needed and tightly close the thurible.
- Lead the procession as if you were the 1st Crucifer. Process approximately 10 pews down the nave.
- Step aside. and let the 1st Crucifer's torches pass you.
- Cense priest 3x2 (if priest forgets, omit this action!)
 - Hand the thurible to the priest reading the Gospel.
 - The priest will cense the Gospel Book.
 - The Priest will hand the thurible back to you when he/she is done.
 - Stand to the side and swing the thurible slightly as they are reading the Gospel.
- Lead the procession back to the chancel via the front altar steps.
- Take incense down the baptistery stairs and outside through the ambulatory doors.
- _____ (*during the announcements*)
- Retrieve the thurible from outside. Make sure it is burning well.
- Have the Verger add incense and tightly close the thurible. Wait in the ambulatory.

_____ :

- At the presentation, bring the thurible up to the altar and stand behind the altar near the celebrant.
- Give the thurible to the celebrant.
- The Celebrant will then cense the altar.
- The Priest will then cense you. You will then bow to the priest.
- Take the thurible back from the priest.
- Cense the priest 3x2. (bow)
- Cense the ministers around the altar starting with lectern side (3x1 then bow) , then pulpit side (3x1 then).
- Stand in front of the altar on the top chancel step and cense the congregation (3x1 then bow).
- Take the incense down the baptistery steps and outside through the ambulatory doors.
- Retrieve the thurible from outside. Make sure it is burning well.
- Have verger add incense and shut the thurible tight.
- Lead procession out as if you were the 1st Cross.

AFTER THE SERVICE: HANG your vestments in their proper place in the Acolyte Room. Grab another doughnut and enjoy the rest of the day!

THURIFER SERVICES: - All Saints Sunday - Lent I - Easter Vigil

Sunday, October 31, 2010 Sunday, March 13, 2011 Saturday, April 23, 2011 (7:30pm service) Sunday, May 22, 2011

- Pentecost thurifers may also be asked to serve at funerals and memorials throughout the year.

INSTRUCTIONS FOR THURIFER (only in services where incense is used)

- Procession: Thurifer leads the procession, sets the pace, not too fast, not too slow. Thurifer processes up center aisle, up front steps, waits for celebrant near the ambo. Celebrant takes thurible and tenses altar, returns it to thurifer. Thurifer cences priest, 3x2 then exits via back side steps.
- Gospel Procession with Incense:
- Thurifer refills with incense, then leads cross and torches and verger carrying gospel book down center aisle.
- Thurifer stands to the side and lets cross and torches proceed through and waits next to the priest.
- Priest announces gospel then censes gospel book.
- Priest reads gospel, turns towards thurifer.
- Thurifer censes priest 3x2 , then all wait for the children's chapel announcement.

- At beginning of hymn, thurifer leads gospel procession back to chancel. Then thurifer takes censor outside, unless there is a grand procession, in which case:
- Thurifer stops at lower chancel level and turns to face congregation.
- Thurifer leads procession down center aisle, up south aisle, across the front, down north aisle, refills thurible with incense in narthex, up the center aisle, up front steps, then exits.
- Offertory:
- During the peace, thurifer gets censor from outdoors, add incense. Proceed up steps and stand in place.
- After the presentation of oblations, thurifer give censor to celebrant. Priest censes altar, gives censor to thurifer. Thurifer censes as follows:
- Priest: 3 x 3 Other clergy 3 x 2 each side Choir 3 x 1 Congregation 3 x 1, center, right, left.
- Thurifer exits, takes censor outdoors. Check charcoal, add if necessary.
- Recession:
- Thurifer leads cross and torches to lower Chancel level and stands on the main floor level at the head of the center aisle.
- Thurifer waits for ministers to line up behind, then leads procession out, slowly, setting the pace.

C. INSTRUCTIONS FOR OBLATIONS BEARERS (all Services where Oblations Bearers are assigned)

- **To Review with Fr. Ben prior to publishing**
- Oblations Bearers are assigned by ushers. If not assigned two of the ushers will serve in this capacity.
- Sit on the end of a pew, so that you can easily leave the pew.
- During the Peace, go to the narthex. The oblations are on a small table at the center of the narthex.
- Decide who will carry the wine and water, and who will carry the bread.
- If there are more than 2 people, the others escort the oblations carriers by walking behind them to the chancel.
- At certain services, there may be a flag, prayer shawls, baskets or other items to accompany the oblations. These require additional bearers and they usually precede the oblations.
- At the beginning of the presentation, during the hymn, ushers carry the offerings to the altar.
- Oblations bearers wait until the ushers are half way down the aisle, then oblations bearers process up the center aisle, carrying the oblations, up the chancel steps, and give the oblations to the priest at the altar.