

## Acolyte Guidelines and Reminders

### **On an ordinary Sunday:**

- Please report to Choir Robe Room at 10:30 AM.
- Dress in robe and go to the Sanctuary.
- Get a bulletin and take it to your seat so you can follow the service after lighting the candle.
- Get candle-lighter from the sacristy (worship supply room through the left alcove at front of sanctuary) and wait in the back for the service to begin.
- An usher will light the candle-lighter when it is time to proceed.

### **After the Call to Worship:**

- The organist will play an introduction to the hymn. Wait until the congregation starts singing. Then come forward slowly down the aisle and light the Christ candle by the baptismal font.
- Blow out the flame on the lighter.
- Take the lighter with you to your seat and hook it over the pew in front of you.

### **At the end of the service during the last verse of the closing hymn:**

- Come forward and relight your candle-lighter from the Christ candle and then extinguish the Christ candle with the bell on the lighter.
- Once this is done, walk down the steps to the center aisle, stand in front of the first pews and wait for the end of the service.

### **After the Charge and Benediction:**

- Walk out at a normal pace ahead of the pastor(s).
- Go to the back of the church, put out your candle-lighter.
- Please inform an usher if the wick in the candle-lighter needs to be replaced.
- Go the Choir Robe Room and hang up your robe and return the lighter to the Sacristy.

### **On a Sunday when the choir is processing:**

- Put on your robe, take a bulletin to your seat, get the candle-lighter and wait in the back of the church.
- Your cue to lead the processional will be the beginning of the processional hymn.
- Remember that others will be following you, so walk **slowly** to the front of the church and light the candle as usual.
- The remainder of the service will be the same as an ordinary Sunday.

### **Schedules:**

The church office will maintain a schedule for the year. **If you are unable to serve on a specific date, you are asked to recruit someone to take your place.** Once you have found a replacement, please call the church office at 828-437-1811 by noon on the Wednesday before you were scheduled to let the administrator know about the change.

**Thank you very much for your service to our church.**