

GRACE CHURCH

CRUCIFER AND ACOLYTE PROCEDURES

Vesting and Lighting Candles

- The crucifer and acolytes (torchbearers) should arrive at 10:00 and vest in the parlor. At 10:15 (or 15 minutes prior to the service), the crucifer will light the altar candles.
- The rule is to never leave the Gospel candle standing alone. The Gospel Candle is on the left when facing the altar.
- If the Paschal Candle is present, it is lit first before lighting the altar candles.

Ringing Bell and Procession

- The processional cross and torches are taken to the back of the church.
- Ring the bell at 10:25 (or five minutes prior to the service). This is the cue for the organist to begin the prelude.
- The torches are lit at the back of the church. (There is a lighter and matches in the usher closet.)
- Toward the end of the prelude, the Crucifer and torchbearers will move just beyond the balcony.
- The torches should be at the same level and held straight. The hands should be separated and not touching the brass part of the torch, one hand at belt level and the other hand higher.
- The acolytes should always hold the torches with two hands when carrying them or holding them during the reading of the Gospel. (When walking, if one torchbearer is taller, that person should adjust the height of the torch so that they are at about the same level.)
- Check in with the Deacon about when to begin the procession. For long hymns, we may wait until the second verse.
- There is no reverencing with you are carrying the cross or torches.
- After going up the steps, the crucifer will place the cross in the holder and return to his/her seat. The acolytes will go to their torch stands and place the torches in them. After the choir has reached the choir area, the torchbearers will walk behind the altar to their seats. All will remain standing and sing the processional hymn.
- Then, follow the service taking cues from the Priest when to sit or stand.

Gospel Procession

- When the sequence hymn or alleluia verse begins, the crucifer and acolytes will stand and go get their item (going behind the altar if necessary) and meet at the bottom of the steps facing the altar. The Crucifer will hold the Gospel either above their head or prominently in front.
- When the Deacon reverences the cross and turns around, the crucifer and acolytes turn around and begin the procession. The crucifer turns to the right and the acolytes turn toward the cross and process down the aisle past the third pew.
- The Crucifer turns to face the altar.
- The torchbearers will face each other for the reading of the Gospel. The bases of the torches and cross remain on the floor.
- After the reading of the Gospel, the Deacon/Priest will step aside to allow the crucifer and acolytes to process to the altar, depositing the torches or the Gospel Book and going to their seats. There is no need for additional reverencing. Remain standing until the beginning of the sermon.

Eucharistic Prayer

- Acolytes will remain at their places until time for communion. If acolytes wish to kneel, they may do so at the altar rail.

- The crucifer/server goes in front of the altar, reverences, and then goes down the chancel steps to receive the elements (bread and wine) from the ushers. Go to the left around the altar and present those to the Deacon/Priest and then stand between the Deacon/Priest (who is preparing the altar for communion table) and the Credence Table.
- The crucifer/server washes the deacon's hands with the towel, lavabo bowl and water. Then he/she follows the direction of the deacon with setting the table.
- When the priest approaches, the crucifer/server washes the priest's hands.
- At the priest's direction, the crucifer/server goes back down the chancel steps to receive the monetary offering and gives that to the priest.
- The crucifer/server, then kneels at the rail or sits or stands on the "organ side" during the Great Thanksgiving.

Communion

- As the priest and deacon commune, the sever comes around and removes the offering plates to the pedestal near the Credence Table.
- The server then brings the Deacon two additional chalices and bread boxes, with pre-consecrated hosts.
- After that service, the Server may kneel at the rail and wait to receive communion. After receiving Communion, he/she usually goes between the altar and the steps to supply Chalice Bearers and clergy with additional bread and wine from the altar if necessary.
- Acolytes will move to the altar rail (if not there already) to be served by the deacon/priest and then return to their seats.
- After Communion, the Crucifer/Server stays between the altar and credence table to help the Deacon 'clean up'.

Recessional

- Begin moving after receiving a cue from the Deacon/Priest.
- Follow the same procedures as the Gospel procession, but the Crucifer will have the cross, not the Gospel Book. Meet below the chancel steps and turn to recess when the Deacon holds up the Gospel Book.
- There is no need for reverencing.
- The acolytes will follow the crucifer around to the left along the windows (Epistle side) and stand at the front pew until after the dismissal. (The acolytes will remain in single file behind the Crucifer.)
- After the dismissal, the acolyte on the left (Gospel side) will need to move to the other side of the crucifer. Then the crucifer and acolytes will return the cross and torches to the stands and move to the sacristy.

Extinguishing Candles

- The crucifer will extinguish the Gospel candle, Gospel torch, the Epistle candle, Epistle torch.
- Again, the Gospel candle never stands alone.
- If the Paschal candle is present, it is extinguished last.

Final Notes

- The Crucifer and acolytes should move slowly and reverently at all times.
- When carrying the cross, torch, or other items, do not reverence the altar.
- When carrying the lighter/snuffer, do reverence the altar before and after lighting and extinguishing the candles.

- The crucifer and acolytes should put their albs on the hangers and snap them properly before hanging them in the closet.
- Thank you for your service to the Acolyte Ministry.