

Acolyte Procedures Manual

Draft

August 30, 2004

Acolytes perform an important assisting role in making the worship service more meaningful for the people. In many churches, acolytes are adults, this is not a ministry which is only for young people. It is important that acolytes be present, on time and alert when it is their day to serve.

Who are the acolytes?

They are Acolyte #1 who may be referred to as the "Crucifer" (meaning "cross bearer"), Acolyte 2 who does a lot of the "behind the altar" assisting and two torch bearers, called Torch #1 and #2. I bet you know why that is. Torches #1 and #2 usually do the same actions; it is important that they watch each other and try to move together. More about that later. Sometimes there will be a fifth acolyte, usually one of the older and more experienced acolytes. That acolyte is called the "Thurifer" and she/he carries the incense (and gets to swing it, too!)

Being an Acolyte Starts Before the Service Begins

1. Be at church 15 minutes before the service is scheduled to begin. If you are in church school, that is fine. We will work out a way to know that you are here. What should you wear? Dress in a manner that reflects respect for God and for the ministry that you are performing. Please leave your chewing gum at home! I know that once the gum is in your mouth, you do not remember it is there. So, everyone keep an eye on your fellow acolytes and remind them before the service (but not during the service, please!) about their gum.

2. Be vested and ready to light candles by 10 minutes before the service. Take some time before you are scheduled to serve for the first time to find out what size cassock (the red garment) and cotta (the white garment) you wear. We do not currently have a lot of the smaller size cottas. Check the size of the other acolytes serving with you. Let the smallest acolytes have the smaller cottas (otherwise, we could have someone lose their cotta in the processional which looks REALLY bad). Your cassock (remember, that is the red thing) should not drag on the ground – if it does, you will trip on it going up the stairs or at some other equally embarrassing moment. However, it should cover your legs down to your ankles. Fashions in cassocks do not change with fashion trends at school. Mini skirted cassocks are not in style and they are particularly not in style on guys. In other words, make sure that your cassock fits.

As you enter the sacristy, start preparing your mind for the service. The adults who are vesting are doing that also. You will notice that talking is quiet if at all. You may see people saying short prayers as they vest. This is a good thing to do, thanking God for the privilege of serving Him and asking Him to guide you

through the morning. But no matter what, try not to disturb those who are praying and preparing their minds for worship.

If you are not vested or at least in the process of vesting at ten minutes before the service begins and you are not in church school, you MAY find yourself replaced on that Sunday. That means that one of us will start looking for a substitute for you. However, even if you are late, do not count on there being a substitute for you. I (you know me, the drill sergeant, Barbara Gustafson) will usually be around either in the sacristy or where the processional is assembling. Check with me if you are late and I will give you instructions as to what to do. Try not to bother the clergy (the priests and the deacons) at the last minute before the processional with “What should I do, I am late?” Try to ask either the senior acolyte on your team or Ms. Gustafson. Their only tasks right then are to make sure that all the acolytes get in the right place and are ready to start. Also, be alert at that time, the senior acolyte, Ms. Gustafson, or one of the clergy may have special instructions for you. Listen closely, don’t talk until all the instructions are given. There is not a lot of time to give instructions so listen first, questions second.

3. Five minutes before the service is scheduled to begin – Candles should have been lit and everyone vested. We will try to pray together before starting the service. The clergy will tell you the place that we will meet to pray. It may be in the sacristy, it may be in the hall. Watch and listen.

THE BIG PICTURE OF THE SERVICE

Acolytes generally serve in four sections of the service. The processional, the Gospel, the Eucharist (which starts with the offering) and the recessional. Sometimes there will be incense but we will not be talking about that here.

Processional

The first thing to do is line up! Crucifer (the cross bearer) goes first, using the big cross unless it is absolutely too heavy. We don’t want you to drop the cross halfway down the aisle. Behind the Crucifer are the two Torches holding lit torches. Remember Torches, you should be like mirror images of each other. The cross and the torches should be held straight up, not tilted! Both can be dangerous weapons when used improperly. Do not use the cross as a club to beat some one, do not set anyone on fire with the torches (seriously, don’t let the torches tilt – it is dangerous – I have seen more than one of you get his/her hand burned) Then comes the choir if there is one that day. After the choir comes Acolyte #2, then the lay ministers and then the clergy. Often the procession will start on the second verse of the hymn. One of the clergy or the drill sergeant (actually the nice name is the acolyte leader but you may also call me “Your majesty”) will tell you when to start. If the Crucifer starts, the others should

follow, even if you think that the Crucifer started at the wrong time. Now is not the time to correct someone on his/her mistakes.

Walk slowly and respectfully. This is not a race. The Crucifer walks up to the altar rail and then up one step and stays there holding the cross. The Crucifer DOES NOT reverence the altar because the Crucifer has something in his/her hands – the Cross. The Torches walk all the way up to the altar rail (the Torches DO NOT reverence the altar because they have something in their hands, the torches) and then split apart and each walks to the far end of the altar rail and waits holding the torches. The choir will come up the aisle and then turn and go down the side aisles. Then comes Acolyte #2. When Acolyte #2 reaches the altar rail, he/she turns to the right and walks all the way down to where the Torch is standing and stands facing the altar. The lay ministers and the clergy will come to the altar rail, reverence the altar and then turn around. When they turn around the Crucifer moves forward around the left side of the altar (inside the rail), puts the cross in its holder (it goes in the floor stand if the large cross is used or in the wall holder if the smaller cross is used) and take your seat in the front pew on that side. At the same time, the Torches move to the side, place the torches in their holders. Then they go to the first pew and sit. Acolyte #2 follows the Torch and passes the Torch as the Torch puts the torch in the holder. Acolyte #2 and the Crucifer enter their pews first. Why? So that the Torch can get out when it is time for the Gospel. Whew! So far so good!

Pay attention, follow the service. The next important point is the Gospel. But what do you do before then? Sit quietly, reverently. Do not put your feet on the pew in front of you, don't slide way down in your pew. Guess what? Everyone can see you from the back.

The Gospel

Acolytes #1 and #2 do not have a task at the Gospel but the Torches do. Usually a hymn is sung before the Gospel. HERE IS A CHANGE FROM WHAT WE WERE DOING BEFORE!!!! Torch 1 watches the deacon if there is one or the priest if there is not. The clergy person will nod his/her head to Torch #1 as a signal when then Torches should move. Torch #2 should be watching the clergy or if he/she cannot see the clergy, then watching the other Torch Bearer. Try to watch each other out of the corner of your eye and try to pick up the torches out of their holders at the same time and move at the same speed. Get your torches, turn and move to the center crossing, stopping at the end of the altar rail, facing the altar. Why do you stop there? So that the deacon or the priest can get between you to get the gospel book from the altar.

As soon as the deacon or priest has taken the gospel book from the altar, the two Torches turn around (at the same time please!) and walk together to the fifth pew from the front. When you get there, turn around and face each other. Make sure there is enough room for the Gospel reader to stand between you. Keep the

torches upright, now tilted. Don't wiggle, it scares the daylight out of the Gospel reader who is sure that he/she will be set on fire momentarily. Do not pick at the wax or any other thing on the torch. You are supposed to be listening to the Gospel, at least look like it!

At the end of the Gospel, turn and walk all the way back to the altar rail. Then walk to where the stand for the torch is, staying close to the altar rail as you walk. Otherwise, you will find that you and the clergy are getting in each other's way and it will look like you are trying to dance. Return to your pew.

The Eucharist

This is the big one where every one is doing something different. WATCH the table being set. BIG RULE _ KEEP YOUR EYES ON THE DEACON!!!!!! If the clergy person setting the table starts to turn around and faces you, you know that person needs something, they will generally look at the acolytes who are closest to the items they need. If they look at you, step forward to see what they need.

After the announcements, the priest will say the offertory sentences. These are usually one or two sentences at which time the priest turns and moves behind the altar. All the acolytes move to the back behind the altar, moving on the outside of the rail. As soon as you arrive to the back, the Torch who is closest to the sacristy picks up the pillow with the altar book on it and moves up to the altar. Stand there, holding the pillow and book until the person setting the table takes it from you. Then wait a minute or two to see if that person wants to hand you anything or tell you to go and get something. Keep your eyes on the deacon! The clergy setting the table will usually tell you when to go back, although it might just be a little gesture with the head or a nod.

At the same time, as soon as the acolytes get to the back wall, the Crucifer picks up the collection plates, goes around to the step in front of the altar and hands the plates to the ushers. This is important because sometimes the ushers will forget to come up for the plates (if you come forward and they are not there, just wait for them) . If you forget, NO COLLECTION!!!!

At the same time, the other Torch steps up to altar on the side away from the sacristy and waits for the person setting the table to hand them stuff. Keep your eyes on the deacon! You may get handed several things at one time but the clergy person will hand it all to you in such a way that you will be able to carry it. Walk back and set the things you are given on the shelf away from the sacristy (that shelf is called the credence table).

At the same time, Acolyte 2 watches the priest for a signal as to when to administer the lavabo. Acolyte 2 steps over to the credence table and when the priest signals him/her, takes the stopper out of the cruet and leaves the stopper

on the credence table. (you can take the stopper out and put it back in and take it out again but it is just easier to leave it out.

The “acolyte rules” say that you are supposed to hold the bowl in your left hand and place the towel, which is called the purificator, over your left wrist. That works as long as you turn and completely face the priest. But if you don’t turn all the way, the priest is not going to be able to reach the towel and he/she will be dripping water from his/her hands. (I bet he/she doesn’t like that too much). So, put the towel on which ever wrist will make it easiest for the priest to reach it (Makes sense, doesn’t it?) When the priest places his/her fingers over the bowl, pour a little water of them. This is not a scrub like a surgeon does before surgery. Just a little bit. You may have to tip the cruet a lot farther over than you think in order to get the water out. DON’T PANIC. If you splash a little water on the floor, DON’T PANIC. It really isn’t going to be noticed. The priest will then use the purificator to dry his/her hands and place the towel/purificator back over your arm. The priest may then bow as a gesture of thanks to you. If the priest does this, bow in return. Set the bowl and the purificator back on the table. Hang on to the cruet, it will be your next task!

As soon as the wine comes up to the altar, Acolyte 2 carries the cruet of water to the altar. Remember, whoever is setting the table needs the water when he/she gets the wine. Once you hand over the water, stand slightly off to the side and wait to take the water back to the credence table. Also watch to see if anything needs to be taken away or if you are needed to get anything more. Watch and listen closely. You can be very helpful here! Keep your eyes on the deacon!

Acolyte 2 really gets a work out. His/her next task comes at the place which is called the “fraction” . You remember “fractions” from math. Fractions are a part of something. Well, the fraction is when the priest takes the bread and breaks it. It comes immediately after the “Our Father”. As soon as the Our Father is concluded, Acolyte 2 takes the extra chalice (with the towel called the purificator still on top) and the extra bread plate up to the altar. Keep you eyes on the deacon! He/she should not need anything right now, but if he/she does, they really need it because it usually means something has been forgotten!

As soon as Acolyte 2 takes the extra chalice and bread plate to the altar, everyone should step forward to the first step by the altar and remain there while you receive communion. When everyone at the altar has received communion, return to the back wall.

The Recessional

Big changes here! There is a communion hymn that is sung during communion. The priest says “Let us pray” and then everyone says the post communion prayer together. So far, no changes. After the post communion prayer comes the post communion hymn. As soon as the post communion hymn starts, the Torch

Bearers go to their right into the sacristy and get the candle snuffers. This is NOT when you used to do it - so be alert!. Watching each other, go to the center, walk together to the altar, split apart and put out the altar candles. Come back and meet in front of the altar, turn and go down the steps. When you reach the rail, split apart and go to pick up your torches. Set the candle snuffer down (not in the aisle please where someone could trip over it !) right next to the wall by the torch stand. Pick up your torches and go to the first pew and stand.

As soon as the altar candles are out, the Crucifer goes and gets the cross and proceeds to the front, walking between the two torches and then stops when he/she is in front of them. The Crucifer waits, watching out of his/her eye, for the altar party to get into line.

When the priest or deacon signals, Acolyte 2 goes around outside of the altar rail while the Eucharistic Minister goes the other way around. They meet up in the center, reverence the altar, turn around and get into line. If we have done this correctly, there will still be enough room for the priests and deacons to fit in behind. It looks so bad if the clergy have to push you out of the way so that they can get in line. They will reverence the altar and turn around. When the clergy turn around, it is the signal for the Crucifer to start. Reverently, this is not a race!

Here comes another change! Once you reach the back of the church, stay there until the deacon says the dismissal. Once the dismissal is said, go around the side aisle (without running and knocking people over, please). Put the torches and the cross away. Then go into the sacristy where you will NEATLY hang up your vestments and tell Ms. Gustafson if anything needs repair or washing.

What If There Are Less than Four Acolytes

Now, what happens if there are only three acolytes that show up?

One is the Crucifer, the other two are Torches. The more senior of the Torches does the Torch Bearer responsibilities in the Procession, Gospel and Recession and does the tasks of both the Torch Bearer and Acolyte 2 during the Eucharist.

What if there are only two?

One is Crucifer, one is Acolyte 2. Acolyte 2 may be asked to carry the Gospel Book during the Procession (watch what the second deacon or second priest does during the Procession) There will be no torches at the Gospel. At the Eucharist, the Crucifer gets the pillow and altar book for the deacon and then immediately gets the collection plates. Acolyte 2 does the tasks of the Torch and Acolyte 2. As soon as the post communion hymn starts, Acolyte 2 gets the candle snuffers and snuffs out the altar candles. The one on the left goes out first. Acolyte 2 then goes and places the snuffer by the torch stand nearest the chairs where the Eucharistic Minister sits. As soon as the altar candles are out,

the Crucifer goes and gets the cross. Once the Crucifer is in place, Acolyte 2 goes to the center, facing the altar and waits for the Eucharistic Minister. They recess as normal.

What if there is only one?

That person processes as the Crucifer. There are no torches at the Gospel. At the Eucharist, the Crucifer gets the altar pillow and book, then returns and gets the collection plates. The Crucifer crosses over to the other side and performs all of the Acolyte 2 tasks. At the post communion hymn, the Crucifer gets the snuffer, snuffs out the altar candles (remember, the left one goes out first), lays the snuffer down next to the wall by where the priests and deacons sit, gets the Cross and stands and wait till the rest of the folks get into line.

Specific Tasks

Crucifer

Processional

The first thing to do is line up! Crucifer (the cross bearer) goes first, using the big cross unless it is absolutely too heavy. We don't want you to drop the cross halfway down the aisle. The cross should be held straight up, not tilted! Crosses can be dangerous weapons when used improperly. Do not use the cross as a club to beat some one. Often the procession will start on the second verse of the hymn. One of the clergy or the drill sergeant (actually the nice name is the acolyte leader but you may also call me "Your majesty") will tell you when to start

Walk slowly and respectfully. This is not a race. The Crucifer walks up to the altar rail and then up one step and stays there holding the cross. The Crucifer DOES NOT reverence the altar because the Crucifer has something in his/her hands – the Cross. The lay ministers and the clergy will come to the altar rail, reverence the altar and then turn around. When they turn around the Crucifer moves forward around the left side of the altar (inside the rail), puts the cross in its holder (it goes in the floor stand if the large cross is used or in the wall holder if the smaller cross is used) and takes a seat in the front pew on that side. Enter first, before the Torch does.

Pay attention, follow the service. What do you do now? Sit quietly, reverently. Do not put your feet on the pew in front of you, don't slide way down in your pew. Guess what? Everyone can see you from the back.

The Gospel

The Crucifer has nothing to do at the Gospel except remain in the pew and pay attention.

The Eucharist

This is the big one where every one is doing something different. WATCH the table being set. BIG RULE - KEEP YOUR EYES ON THE DEACON!!!!!! If the clergy person setting the table starts to turn around and face you, you know that person needs something, they will generally look at the acolytes who are closest to the item they need. If they look at you, step forward to see what they need.

After the announcements, the priest will say the offertory sentences. These are usually one or two sentences at which time the priest turns and moves behind the altar. All the acolytes move to the back behind the altar, moving on the outside of the rail. As soon as the acolytes get to the back wall, the Crucifer picks up the collection plates, goes around to the step in front of the altar and hands the plates to the ushers. This is important because sometimes the ushers will forget to come up for the plates (if you come forward and they are not there, just wait for them) . If you forget, NO COLLECTION!!!!

As soon as Acolyte 2 takes the extra chalice and bread plate to the altar after the Our Father, everyone should step forward to the first step by the altar and remain there while you receive communion. When everyone at the altar has received communion, return to the back wall.

The Recessional

Big changes here! There is a communion hymn that is sung during communion. The priest says "Let us pray" and then everyone says the post communion prayer together. So far, no changes. After the post communion prayer, comes the post communion hymn. As soon as the post communion hymn starts, the Torches snuff out the candles. This is NOT when you used to do it - so be alert! As soon as the altar candles are out, the Crucifer goes and gets the cross and proceeds to the front, walking between the two torches and stops in when he/she is in front of them. The Crucifer waits, watching out of his/her eye for the altar party to get into line. They will reverence the altar and turn around. When the clergy turn around, it is the signal for the Crucifer to start. Reverently, this is not a race!

Here comes another change! Once you reach the back of the church, stay there until the deacon says the dismissal. Once the dismissal is said, go around the side aisle (without running and knocking people over, please), put away the cross and go into the sacristy where you will NEATLY hang up your vestments and tell Ms. Gustafson if anything needs repair or washing.

Acolyte 2

Processional

The first thing to do is line up. After the choir comes Acolyte #2, then the lay ministers and then the clergy. Often the procession will start on the second verse of the hymn. One of the clergy or the acolyte leader will tell you when to start. If the Crucifer starts, the others should follow, even if you think that the Crucifer started at the wrong time. Now is not the time to correct someone on his/her mistakes.

Walk slowly and respectfully. The choir will come up the aisle and then turn and go down the side aisles. Then comes Acolyte #2. When Acolyte #2 reaches the altar rail, he/she reverences the altar (nothing in the hands right now) turns to the right and walks all the way down to where the Torch is standing and stands facing the altar. The lay ministers and the clergy will come to the altar rail, reverence the altar and then turn around. At that time, the Torches move to the side, placing their torches in the holders. Then they go to the first pew and sit. Acolyte #2 follows the Torch to the right and passes the Torch as the Torch puts the torch in the holder. Acolyte #2 enters the pew first. Why? So that the Torch can get out when it is time for the Gospel. Whew! So far so good!

Pay attention, follow the service. Sit quietly, reverently. Do not put your feet on the pew in front of you, don't slide way down in your pew. Guess what? Everyone can see you from the back.

The Gospel

Acolyte 2 gets a rest here.

The Eucharist

This is the big one where every one is doing something different. WATCH the table being set. BIG RULE _ KEEP YOUR EYES ON THE DEACON!!!!!! If the clergy person setting the table starts to turn around and face you, you know that person needs something, they will generally look at the acolytes who are closest to the items they need. If they look at you, step forward to see what they need.

After the announcements, the priest will say the offertory sentences. These are usually one or two sentences at which time the priest turns and moves behind the altar. All the acolytes move to the back behind the altar, moving on the outside of the rail.

When Acolyte 2 reaches the back wall, Acolyte 2 watches the priest for a signal as to when to administer the lavabo. Acolyte 2 steps over to the credence table and when the priest signals him/her, takes the stopper out of the cruet and leaves the stopper on the credence table. (you can take the stopper out and put it back in and take it out again but it is just easier to leave it out.

The “acolyte rules” say that you are supposed to hold the bowl in your left hand and place the towel which is called the purificator over your left wrist. That works as long as you turn and completely face the priest. But if you don’t turn all the way, the priest is not going to be able to reach the towel and he/she will be dripping water from his/her hands. (I bet he/she doesn’t like that too much). So, put the towel on which ever wrist will make it easiest for the priest to reach it (Makes sense, doesn’t it?) When the priest places his/her fingers over the bowl, pour a little water of them. This is not a scrub like a surgeon does before surgery. Just a little bit. You may have to tip the cruet a lot farther over than you think in order to get the water out. DON’T PANIC. If you splash a little water on the floor, DON’T PANIC. It really isn’t going to be noticed. The priest will then use the purificator to dry his/her hands and place the towel/purificator back over your arm. The priest may then bow as a gesture of thanks to you. If the priest does this, bow in return. Set the bowl and the purificator back on the table. Hang on to the cruet, it will be your next task!

As soon as the wine comes up to the altar, Acolyte 2 carries the cruet of water to the altar. Remember, whoever is setting the table needs the water when he/she gets the wine. Once you hand over the water, stand slightly off to the side and wait to take the water back to the credence table. Also watch to see if anything needs to be taken away or if you are needed to get anything more. Watch and listen closely. You can be very helpful here! Keep your eyes on the deacon!

Acolyte 2 really gets a work out. His/her next task comes at the place which is called the “fraction” . You remember “fractions” from math. Fractions are a part of something. Well, the fraction is when the priest takes the bread and breaks it. It comes immediately after the “Our Father”. As soon as the Our Father is concluded, Acolyte 2 takes the extra chalice (with the towel called the purificator still on top) and the extra bread plate up to the altar. Keep your eyes on the deacon! He/she should not need anything right now, but if he/she does, they really need it because it usually means something has been forgotten!

The Recessional

Big changes here! There is a communion hymn that is sung during communion. The priest says “Let us pray” and then everyone says the post communion prayer together. So far, no changes. After the post communion prayer comes the post communion hymn. As soon as the post communion hymn starts, the Torches go to their right into the sacristy and get the candle snuffers. Acolyte 2 stays in

place. This is NOT when you used to do it - so be alert. The Crucifer will get in line before Acolyte 2 starts moving.

When the priest or deacon signals, Acolyte 2 goes around outside of the altar rail while the Eucharistic Minister goes the other way around. They meet up in the center, reverence the altar, turn around and get into line. If we have done this correctly, there will still be enough room for the priests and deacons to fit in behind. It looks so bad if the clergy have to push you out of the way so that they can get in line. They will reverence the altar and turn around. When the clergy turn around, it is the signal for the Crucifer to start. Reverently, this is not a race!

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Torches

Processional

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Pay attention, follow the service. The next important point is the Gospel. But what do you do before then? Sit quietly, reverently. Do not put your feet on the pew in front of you, don't slide way down in your pew. Guess what? Everyone can see you from the back.

The Gospel

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watch each other out of the corner of your eye and try to pick up the torches out of their holders at the same time and move at the same speed. Get your torches, turn and move to the center crossing, stopping at the end of the altar rail, facing the altar. Why do you stop there? So that the deacon or the priest can get between you to get the gospel book from the altar.

As soon as the deacon or priest has taken the gospel book from the altar, the two torches turn around (at the same time please!) and walk together to the fifth pew from the front. When you get there, turn around and face each other. Make sure there is enough room for the Gospel reader to stand between you. Keep the torches upright, now tilted. Don't wiggle, it scares the daylight out of the Gospel reader who is sure that he/she will be set on fire momentarily. Do not pick at the wax or any other thing on the torch. You are supposed to be listening to the Gospel, at least look like it!

At the end of the Gospel, turn and walk all the way back to the altar rail. Then you should walk to where the stand for the torch is, staying close to the altar rail as you walk. Otherwise, you will find that you and the clergy are getting in each other's way and it will look like you are trying to dance. Return to your pew.

The Eucharist

This is the big one where every one is doing something different. WATCH the table being set. BIG RULE - KEEP YOUR EYES ON THE DEACON!!!!!! If the clergy person setting the table starts to turn around and face you, you know that person needs something, they will generally look at the acolytes who are closest to the item they need. If they look at you, step forward to see what they need.

After the announcements, the priest will say the offertory sentences. These are usually one or two sentences at which time the priest turns and moves behind the altar. All the acolytes move to the back behind the altar, moving on the outside of the rail. As soon as you arrive to the back, the Torch who is closest to the sacristy picks up the pillow with the altar book on it and move up to the altar. Stand there, holding the pillow and book until the person setting the table takes it from you. Then wait a minute or two to see if that person wants to hand you anything or tell you to go and get something. Keep your eyes on the deacon! The clergy setting the table will usually tell you when to go back, although it might just be a little gesture with the head or a nod.

At the same time, the other Torch steps up to altar on the side away from the sacristy and waits for the person setting the table to hand them stuff. Keep your eyes on the deacon! You may get handed several things at one time but the clergy person will hand it all to you in such a way that you will be able to carry it. Walk back and set the things you are given on the shelf away from the sacristy (that shelf is called the credence table).

As soon as Acolyte 2 takes the extra chalice and bread plate to the altar after the Our Father, everyone should step forward to the first step by the altar and remain there while you receive communion. When everyone at the altar has received communion, return to the back wall.

The Recessional

Big changes here! There is a communion hymn that is sung during communion. The priest says "Let us pray" and then everyone says the post communion prayer together. So far, no changes. After the post communion prayer comes the post communion hymn. As soon as the post communion hymn starts, the Torches go to their right into the sacristy and get the candle snuffers. This is NOT when you used to do it - so be alert!. Watching each other, go to the center, walk together to the altar, split apart and put out the altar candles. Come back and meet in front of the altar, turn and go down the steps, when you reach the rail, split apart and go to pick up your torches. Set the candle snuffer down (not in the aisle please where someone could trip over it !) right next to the wall by the torch stand. Pick up your torches and go to the first pew and stand.

As soon as the altar candles are out, the Crucifer goes and gets the cross and proceeds to the front, walking between the two Torches and the stops in when he/she is in front of them. When the priests and deacons reverence the altar and turn around, it is the signal for the Crucifer to start. Reverently, this is not a race!

Here comes another change! Once you reach the back of the church, stay there until the deacon says the dismissal. Once the dismissal is said, blow out your torches, go around the side aisle (without running and knocking people over, please), put your torch in the torch stand and into the sacristy where you will NEATLY hang up your vestments and tell Ms. Gustafson if anything needs repair or washing.