



ACOLYTE MANUAL

O worship the LORD in the beauty of holiness:
tremble before him, all the earth. - Ps 96:9



CHRIST CHURCH ANGLICAN
PHOENIX, ARIZONA

Table of Contents

03	The Acolyte's Role in Worship
04	Processional and Recessional Order
05	Acolyte Level Requirements
06	Basic Instructions for Acolytes
07	Lighting and Extinguishing Candles
08	Acolyte Master
10	Crucifer
12	Torchbearers
14	Banner Bearer
15	Cruciform Church Floor Plan
16	Liturgical Vessels - Images
17	Glossary

THE ACOLYTE'S ROLE IN WORSHIP



A guiding principle of belief within the Anglican Church has been the ancient principle of *Lex orandi, lex credendi*. This Latin expression means "the law of prayer is the law of belief." In other words, what we believe should not be a collection of doctrines or ideas but should find its expression in the way we worship.

This principle explains why *The Book of Common Prayer* is so important. It guides our worship. For us, our worship shapes the content of what we believe and we enact what we believe in the context of worship.

We are a liturgical church, which means that we share in a tradition of worship that goes back to the early days of Christianity. The term "liturgy" comes from a Greek word meaning "the work of the people." We take so much care for the liturgy not simply because we want it to be beautiful, but because it is the lived-out expression of what we believe, offered to the praise and glory of God. And you, as an acolyte, play an important role in carrying out the liturgy.

With that role comes responsibility. Your responsibility is to participate in and help lead worship, without calling attention to yourself. Calling attention to yourself would distract others from their worship of and time with God.

This acolyte manual has been designed as a resource to assist you in your ministry and help you to feel confident and joyful as you serve. May God be always present in your ministry as an acolyte at Christ Church Anglican.

PROCESSIONAL AND RECESSIONAL ORDER

Crucifer

Torchbearers



Banner Bearer (High Holy Days and Special Occasions)

Acolyte Master

Choir

(Non-Assisting Priest / Preacher)

Gospeler

Assisting Priest(s)

Celebrating Priest

Bishop's Chaplain

Bishop

ACOLYTE LEVEL REQUIREMENTS

LEVEL ONE: Green Ribbon

- May serve as torchbearer or banner bearer
- May be asked to refill chalices with a flagon during communion

LEVEL TWO: Blue Ribbon

- May serve as crucifer, torchbearer, or banner bearer
- Responsible for washing the celebrant's hands before the Eucharist
- May be asked to refill chalices with a flagon during communion
- May be asked to read the New Testament lesson from the lectern.

LEVEL THREE: Purple Ribbon

- May serve any position.
- May be asked to do one of the lectionary readings when serving.
- May be asked to bear the intinction only cup during communion.
- Eligible to train for the ringing of the sanctus bells, the occasional position of thurifer, and as an acolyte master.
- May be asked to read the New Testament lesson from the lectern.

ACOLYTE MASTER: Chimere & Purple Ribbon

- Must take the level three quiz and receive an appointment from Fr. Chase or Fr. John. This position is normally reserved for older teens and adults
- Serves as a caring and guiding shepherd to the acolytes
- Should be ready to fill in at all levels and chalice bearing as needed.



BASIC INSTRUCTIONS FOR ACOLYTES

Before the Service:

- Always wear black closed-toed dress shoes (ballet flats for ladies). Do not wear clothing or shoes that might draw attention to you and away from worship.
- Arrive early and be vested at least 15 minutes before the service.
- After vesting, wait in the narthex for any last-minute instructions and for the procession to begin.
- If you are unsure about the task you are to perform, consult with the crucifer or acolyte master.
- If you are unable to serve at the appointed time, please arrange for a substitute. This is your responsibility and is not the responsibility of the acolyte master.

During the Service:

- During the service, the attention of the congregation should be on the liturgy and not on those serving at the table/altar. Therefore, always move discreetly, quietly, and with reverence.
- A simple bow, made with the head and slightly inclining the shoulders, is made when you approach the table/altar, at the name of Jesus Christ, and on other occasions of reverence. However, do not bow when carrying a candle, a processional cross, or a banner.
- When seated in the chancel, always sit up straight, still, and attentive.
- The sign of the cross should always be made reverently and in a dignified manner. Remember, you are signing yourself with the cross of Christ.
- When you are serving, your eyes should be focused on what is happening, whether at the table/altar or the pulpit.
- Always participate in the service by singing and saying the responses. You should always have a service bulletin.
- Never chew gum.
- Look to the acolyte master for instruction whenever you might be uncertain about what to do next.

INSTRUCTIONS FOR LIGHTING AND EXTINGUISHING CANDLES

- Acolyte Masters (or clergy during services without acolyte masters) either light and extinguish the candles or assign an age-appropriate acolyte to the task.
- Light the candles before each service.
- Extinguish the candles after each service.
- Light the candles on the table/altar. Light the Epistle candle first, which is the one on the right as you process towards the chancel. Then light the Gospel candle, which is on the one closest to the pulpit and on the left of the table/altar as you process towards the chancel.
- Be mindful if there are other candles to be lit such as the Paschal candle or Advent wreath candles.
- When extinguishing the candles, begin by extinguishing the Gospel candle first. Then extinguish the Epistle candle.



ACOLYTE MASTER

Vestments:

- Chimere and black cassock (optional cross)

Before the Service:

- Vest 20 minutes before the service
- Check on the acolytes
- Light the candles at the table/altar, or assign an age-appropriate acolyte

Entrance Procession:

- Ensure that all acolytes are uniformly holding the cross, torches, and banner. Top right hand turned downwards at the forehead. Bottom left hand upward at the navel.
- Process in after the acolytes. You are processing behind them as a shepherd in this role as acolyte master.
- Pause briefly when you reach the table/altar to reverently bow. Then go to your seat.

Gospel Procession:

- You will not process with the acolytes. Rather you are to make sure they are ready to begin the procession at the proper time. The procession follows the conclusion of the Epistle reading and the first stanza of the opening sequence hymn.

ACOLYTE MASTER CONTINUED

Preparation of the Table/Altar:

- Stand in front of the sacristy and be prepared to assist the crucifers or torchbearers should they make any mistakes or need your assistance.

At the Presentation of the Gifts:

- Be prepared to assist the crucifers or torchbearers should they make any mistakes or need your help.

Sanctus Bells:

- During services without a choir, or a trained purple-level crucifer, AM's will ring the Sanctus bells. Holy (short ring), Holy (short ring), Holy (short ring). "Do this in remembrance of me - 2x" (short ring). Immediately following the Great Amen, which is the one that concludes The Prayer of consecration and precedes The Lord's Prayer, ring the bells for three to five seconds.

During Communion:

- At times you will be asked to administer the chalice used for intinction only. Stand on the floor on the epistle/piano side. As each parishioner approaches to intinct, you will say, "The Body and Blood of our Lord Jesus Christ, keep you in everlasting life."

Recessional:

- Once the recessional music begins, signal to the acolytes that it is time to recess.
- Follow them out to the narthex just as you followed them in from the narthex.

CRUCIFER

Vestments:

- Black cassock, white cotta, blue or purple ribbon with your crucifix

Before the Service:

- Vest at least 15 minutes before the service
- Check-in with the acolyte master
- Wait in the narthex for the procession and service to begin

Entrance Procession:

- Process forward at the instruction of the acolyte master (or clergy).
- Pause briefly before the table/altar.
- Place the cross in the appropriate holder.
- Go to your seat.

Gospel Procession:

- You will lead the Gospel procession to the center of the nave. The procession follows the conclusion of the Epistle reading and the first stanza of the opening sequence hymn. Look to the acolyte master if you are uncertain about when to process.
- The procession (crucifer and torchbearers) will turn to face the table/altar to symbolize the deacon reading by the light.
- At the conclusion of the reading, the deacon will step aside and the crucifer will lead the procession back to the table/altar.
- Pause briefly before the table/altar.
- Place the cross in the appropriate holder.
- Go to your seat.

CRUCIFER CONTINUED

Sanctus Bells:

- During services without a choir, trained purple-level crucifers will ring the Sanctus bells. Holy (short ring), Holy (short ring), Holy (short ring). "Do this in remembrance of me - 2x" (short ring). Immediately following the Great Amen, which is the one that concludes The Prayer of consecration and precedes The Lord's Prayer, ring the bells for three seconds.

Preparation of the Table/Altar:

- Walk to the credence table.
- A deacon or priest will hand you the burse and veil. Bow simply toward each other. Then, turn and place the burse and veil under the credence table.
- Begin reverently handing elements to be consecrated to the deacon or priest. Bow simply towards each other with each item you deliver.
- After all of the unconsecrated elements have been delivered to the deacon or priest, drape a lavabo towel over your [left](#) forearm.
- Then walk with the lavabo bowl and a cruet of water to the seated celebrant.
- Wash the celebrant's fingers by pouring water over his or her folded fingers and into the lavabo bowl.
- Hold your forearm out so that the celebrant may use the lavabo towel to dry his or her fingers. He or she will place it back on your forearm.
- Return the lavabo, cruet, and towel to their place on the credence table.

At the Presentation of the Gifts:

- If one of the torchbearers is unable to present the gifts for any reason, be prepared to take his or her place.

During Communion:

- If you have been baptized, come and kneel at the rails to receive the body and blood of Christ given for you. If you have not been baptized, you may come and kneel, with your arms crossed, to receive a prayer of blessing.
- If there are musicians, allow them to go first so that they can resume leading the music.

Recessional Out:

- As the service concludes, the acolyte master will signal you to begin the recession.
- Retrieve the cross
- Pause briefly before the table/altar.
- Recess out to the narthex
- Return the cross to the vesting room.
- Divest

TORCHBEARERS

Vestments:

- Black cassock, white cotta, green ribbon with your cross

Before the Service:

- Vest at least 15 minutes before the service
- Check-in with the acolyte master
- Wait in the narthex for the procession and service to begin

Entrance Procession:

- Process in closely behind the crucifer on his or her left and right
- Pause briefly before the table/altar.
- Place the torches in their appropriate holders.
- Go to your seat.

Gospel Procession:

- The procession follows the conclusion of the Epistle reading and the first stanza of the opening sequence hymn. Look to the acolyte master if you are uncertain about when to process.
- Collect your torch and then follow closely behind the crucifer to the center of the nave.
- Turn to face the Gospeler. This symbolizes that he or she is reading by the light of Christ Jesus. It also illuminates the cross, which also proclaims Jesus' redemptive work for us and our salvation.
- At the conclusion of the reading, the Gospeler will step aside and the crucifer will lead the procession back to the table/altar. Follow closely behind the crucifer.
- Pause briefly before the table/altar.
- Place your torches in their holders.
- Return to your seat.

TORCHBEARERS CONTINUED

Preparation of the Table/Altar:

- Exit quietly to the narthex to retrieve the cruet of wine and the patent of bread. Look to the acolyte master when in doubt about timing.

At the Presentation of the Gifts:

- At the Doxology, follow the ushers to the chancel with cruet and patent.
- Stand to the left and right of the ushers while the celebrant makes the sign of God's blessing over the offerings.
- The ushers will leave and you will walk to the table/alter.
- Making a simple bow, present and hand the cruet and patent to the celebrant.
- Return to your seat.

During Communion:

- If you have been baptized, come and kneel at the rails to receive the body and blood of Christ given for you. If you have not been baptized, you may come and kneel, with your arms crossed, to receive a prayer of blessing.
- If there are musicians, allow them to go first so that they can resume leading the music.

Recession:

- As the service concludes, the acolyte master or crucifer will signal you to begin the recession.
- Retrieve your torch
- Pause briefly before the table/altar.
- Recess out to the narthex
- Return the torches to the vesting room.
- Divest

BANNER BEARER

Vestments:

- Black cassock, white cotta, green or blue ribbon with your cross

Before the Service:

- Vest at least 15 minutes before the service
- Check-in with the acolyte master
- Wait in the narthex for the procession and service to begin

Entrance Procession:

- Process in behind the torchbearers
- Pause briefly before the table/altar.
- Place the banner in its appropriate holder.
- Go to your seat.

Preparation of the Table/Altar:

- N/A

At the Presentation of the Gifts:

- N/A

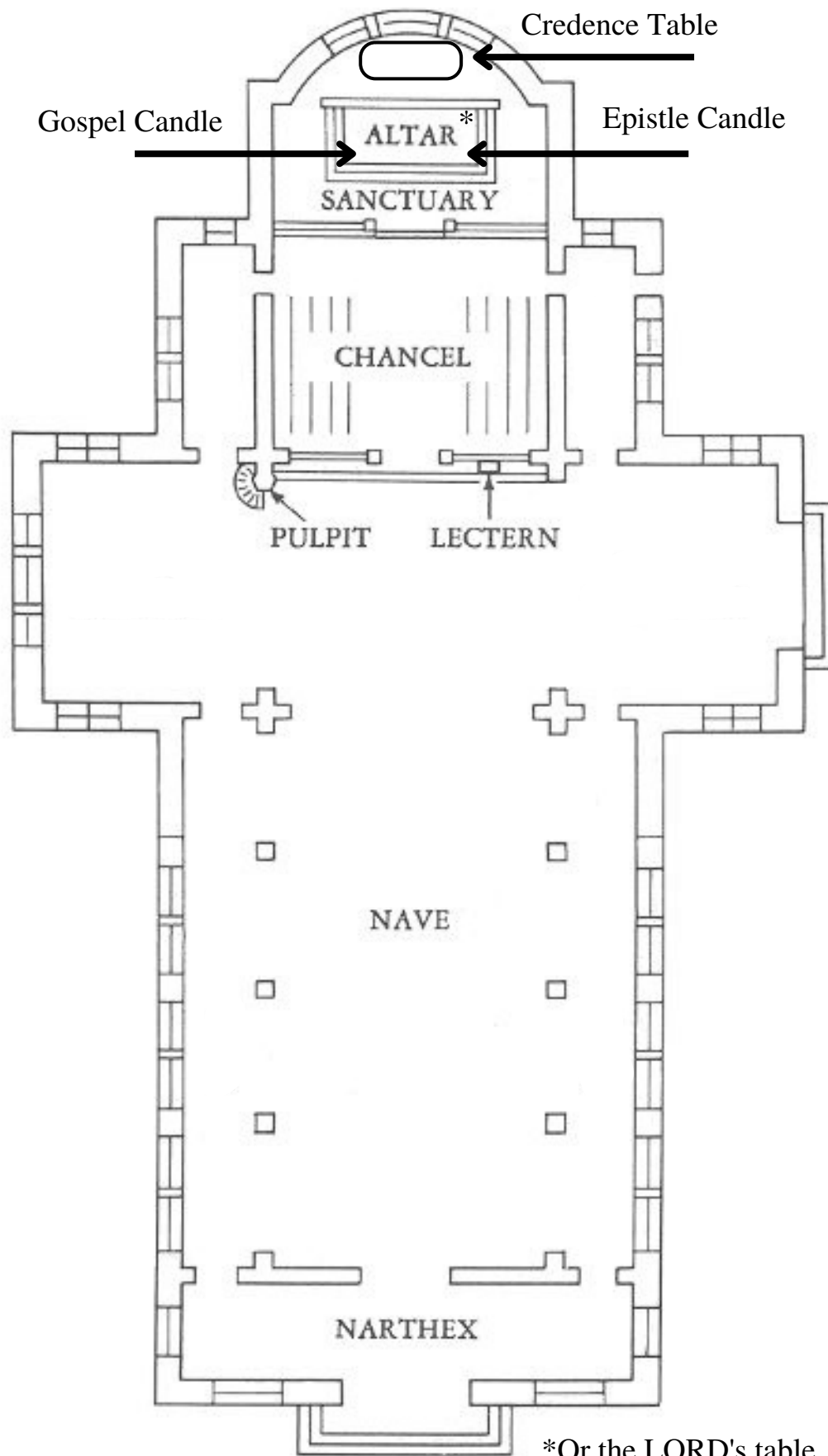
During Communion:

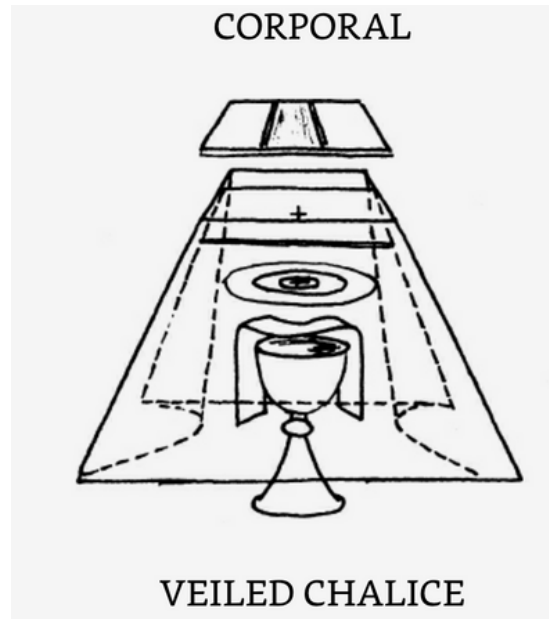
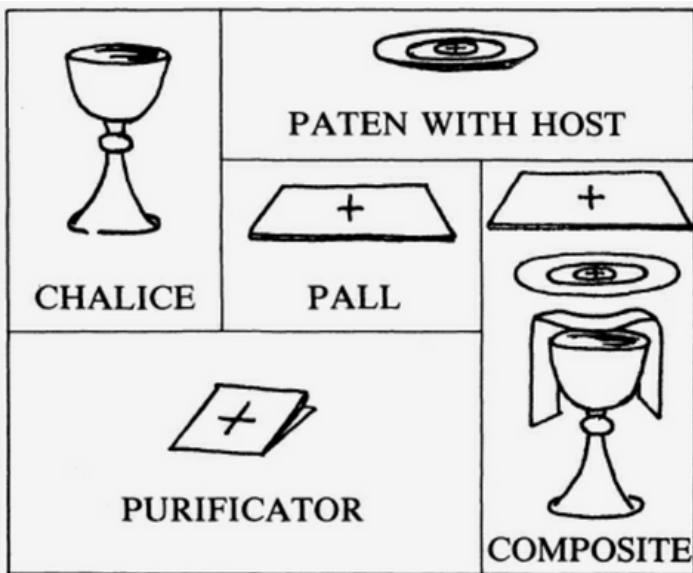
- If you have been baptized, come and kneel at the rails to receive the body and blood of Christ given for you. If you have not been baptized, you may come and kneel, with your arms crossed, to receive a prayer of blessing.
- If there are musicians, allow them to go first so that they can resume leading the music.

Procession Out:

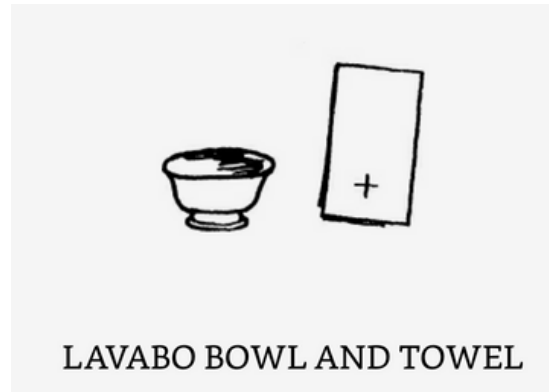
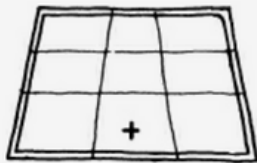
- As the service concludes, the acolyte master or crucifer will signal you to begin the recession.
- Retrieve the banner
- Pause briefly before the table/altar.
- Recess out to the narthex
- Return the banner to the vesting room.
- Divest

CRUCIFORM CHURCH FLOOR PLAN





BURSE



GLOSSARY

- Offertory Plate / Alms Basin** - Plates used to collect money offerings
- Bread Box** - A container that holds the bread/wafers/hosts for Eucharist
- Burse** - The square material that covers the chalice
- Cassock** - A long black garment
- Celebrant** - The priest or bishop who officiates the Eucharist/communion
- Chalice** - A cup that holds the wine for the Eucharist
- Chalice Veil** - A cloth that covers the burse, chalice, and paten before they are used
- Chimere** - A long garment worn by acolyte masters or vergers
- Ciborium** - A larger vessel for holding the bread/wafers/hosts
- Corporal** - A large white cloth that is placed under the chalice and paten on the table/altar
- Cotta** - A white garment with shorter sleeves worn over a cassock by acolytes
- Credence Table** - A table behind the altar that holds both unconsecrated and consecrated elements for communion
- Cruet** - A glass container that holds wine or water used at the Eucharist.
- Elements** - Bread and/or wine used for the Eucharist
- Flagon** - A large glass vessel used to hold bigger amounts of wine or water
- Gifts** - The offerings of bread, wine, and money presented to the celebrant
- Gospeller** - The person who reads the lesson from a Gospel account - usually a deacon
- Lavabo** - The washing of the celebrant's fingers
- Lavabo Bowl** - The bowl into which the water is poured by the acolyte at the lavabo
- Lavabo Towel** - A cloth presented to the celebrant by the acolyte to dry his/her fingers
- Offertory Procession** - The procession to present the bread, wine, and money to the celebrant
- Pall** - A square of white linen cloth placed over the chalice to keep objects from falling into the wine
- Paschal Candle** - A large white candle. It is lighted at the beginning of the Great Vigil of Easter and burns for all services during the Fifty Days of Easter and for baptisms
- Paten** - A metal plate on which the bread for the Eucharist is placed.
- Purificator** - A white cloth used for wiping the chalice during the administration of communion
- Sacristy** - A room where the liturgical objects are kept
- Sanctus** - The acclamation "Holy, holy, holy..." sung or said at the conclusion of the Preface of the Great Thanksgiving
- Sanctus Bells** - Bells rung during the Sanctus and the elevation of the bread and wine.
- Surplice** - A white vestment with full sleeves worn over a cassock
- Tabernacle** - A box for the reserved sacrament located on the credence table
- Vesting Room** - A room for clergy, acolytes, and other assistants to vest/clothe
- Vestment** - Clothing worn by those officiating or assisting at liturgical services



A COMMUNITY AROUND JESUS BRINGING
GOD'S LOVE TO A HURTING WORLD.

Christ Church Anglican
5811 N 20th St, Phoenix, AZ 85016

P: 602.955.2040
E: office@christchurchphoenix.org

WWW.CHRISTCHURCHPHOENIX.ORG