

The Church of the Redeemer

Greenville, SC



Customary for Acolytes

September, 2014

Acolyte Expectations

Revised September 2014

Thank you for your willingness and commitment to this important ministry at Redeemer. You are a very important part of our worship. Our collective mission is to help all those who come to worship at Redeemer to be drawn closer to God and through that into the fullness of life that God calls each of us to.

1. Attendance

All acolytes are expected to arrive at least 15 minutes prior to the service.

It is the responsibility of each acolyte to find a substitute when necessary. Should any acolyte be unable to serve when scheduled, please be sure to contact someone to take your place and inform the Acolyte Leader(s). It is crucial for **YOU** to ensure that your position is covered if you cannot serve.

Attendance at training sessions is expected. If you are unable to attend the training then you need to notify the Acolyte Leader(s) so they can arrange an alternative training time.

2. Attire

Acolytes should not wear flip-flops, sandals, or athletic shoes when serving.

Boys should wear long trousers. Girls should wear either long pants or nylons with a skirt. Bare legs and blue jeans are not appropriate attire when serving.

3. Demeanor/Focus

Keep in mind that you are serving God in a worship service and act accordingly.

Remember that everyone in the congregation is facing toward you. Always try to sit or stand as quietly and reverently as possible. If you must sneeze, cough, or yawn, try to be unobtrusive by averting your face and covering your mouth. When seated or standing, if your hands are not carrying an object used in the service such as the banner or torch, hold your hands clasped in front of your waist or crossed on your lap. Do not twiddle your thumbs, crack your knuckles, or twirl the dangling ends of your cincture.

When seated never cross your legs – sit quietly with your legs side by side and still.

When standing try to keep your legs straight and stand still. Try not to lock your knees for too long as this sometimes causes faintness.

During the liturgy all acolytes are expected to participate as much as possible. Open your prayer book and follow the service where appropriate. If you are kneeling away from your seat, take the prayer book with you. When hymns are being sung, open your hymnal and join in the

singing. When you are not engaged in a particular duty, keep your focus on whatever is taking place. This will not only be visually appropriate but will draw the congregation's focus to the current action within the worship which will enhance their worship experience.

4. Acolyte Ribbons

Acolytes should wear a cross with a colored ribbon. The ribbon colors are determined by years of service as follows:

- 1 year – Green
- 2 years – Red
- 3 years – Blue
- 4 years – Gold
- 5 years – Purple
- 6+ years – White

This information is also posted in the vesting room on the bulletin board and on the wall.

5. Before the Service

The acolyte(s) responsible for lighting the altar candles should ensure that they are lighted 15 minutes before the beginning of the service.

All objects used in the Procession (cross, banner, torches, etc.) should be collected at least 10 minutes before the beginning of the worship service.

Each acolyte is responsible for checking his/her appearance in the mirror on the back of the door in the vesting room for neatness and completeness. The bottom hem of the alb (robe) should be about 3 inches off the floor. The Crucifer is the leader of the acolyte team. He/she will assist other team members with vestments and direction of duties.

6. After the Service:

Return all objects (cross, banner, torches, etc.) to their proper places in the church by walking through the transept and entering the side door to the rear of the altar. Do not attempt to "go against the traffic" of parishioners who are waiting to depart from the church.

The acolytes responsible for extinguishing the altar candles will ensure that they are extinguished after the service.

Carefully hang up your vestments in the vesting room.

Thank you for serving!

Customary for Crucifers

Revised September 2014

Arrival

It is very important that you arrive at least 15 minutes before the service begins. The Crucifer is the leader of the acolyte team. If needed you should assist other team members with vestments and direction of duties. Please do this with a positive and helpful attitude.

Before the service:

Vest.

Check your appearance (mirror on back of door in vesting room).

Gather the large Processional cross from its holder to the right of the altar. If there are Torch Bearers present they are responsible for lighting the altar candles before the service, otherwise the Crucifer should light the altar candles.

**If there is no Banner Bearer for the service the Crucifer will take the responsibility of placing the Godly Play cross in the vesting room before the service and collecting the Godly Play children during the service. The Godly Play cross is the small cross in the holder to the left of the altar near the Bishop's chair. Put the cross in the vesting room where it will remain until needed for the Godly Play Procession.

Put on white gloves for the Procession.

Wait in the transept outside the vesting room with the other Worship Leaders and the Celebrant for prayer before moving to the nave.

The Procession

The order for the Procession is as follows:

Crucifer
1st Torch and 2nd Torch
Banner Bearer
Choir (when processing)
Lector II and Second Chalice
Intern (when present)
Deacon (when present)
Celebrant

The Celebrant will indicate when the service is to begin by ringing the bells. If no hymn is being sung (such as at the early service), the Crucifer starts forward immediately. If there is an Entrance Hymn, the Crucifer starts forward after the organ introduction is complete and the congregation begins singing. The Crucifer leads the Procession at a dignified pace. During the Procession the Torches are about two steps behind the Crucifer. The Banner Bearer is two steps behind the Torches, and so on with the remaining Worship Leaders.

Upon reaching the first step at the rail opening, the Crucifer walks up the steps and goes directly to his/her seat and secures the Processional cross in its holder. Since the Crucifer is carrying the

cross, it is not necessary for the Crucifer to bow or reverence the cross. Remove the gloves and tuck them securely behind the cincture at your waist until the end of the service. If there is an Entrance Hymn being sung all acolytes are expected to open a hymnal and join in the singing once they arrive at their seats.

The Proclamation of the Word

Acolytes remain standing at their seats through the Opening Acclamation and the Collect for Purity. When there is a Song of Praise (*Gloria*) all face the cross and join in the saying or singing of the *Gloria*. Please be sure to participate in the singing or saying of the *Gloria*. It is appropriate that the Sign of the Cross be made at the conclusion of the *Gloria*. Remain standing through the Collect of the Day. After the Collect all will be seated. Remain seated for the reading of the First Lesson, the recitation or singing of the Psalm, and the reading of the Second Lesson. Be sure to participate in the recitation or singing of the Psalm.

Once the reading of the Second Lesson is finished, all stand and the singing of the Sequence Hymn begins.

**If there is no Banner Bearer, the Crucifer assumes Banner Bearer's duties for the Gospel Procession, as follows:

Walk to the front of the altar and pick up the Gospel Book. Turn and face the congregation, holding the Gospel Book in both hands with the front of the book facing toward the congregation, raising your hands to about the level of your forehead so that the Gospel Book is elevated. Walk back to the rail opening and wait there facing the congregation until the Celebrant starts down the steps behind you. The Torch Bearers should be standing just below the Crucifer outside the rail facing each other waiting for the Celebrant.

When the Celebrant joins the procession the Torches turn to face the congregation. (If the Torches don't turn, go ahead and start walking.) The Banner Bearer (**Crucifer if no Banner) steps down between them and leads the way down the aisle, holding the Gospel Book aloft in his/her hands. Halt at the fourth pew down the aisle and turn to face the Celebrant. Lower the Gospel Book in front of your chest and place your fingers under the book as the Celebrant opens it, positions it for comfortable reading, and reads the Gospel. You may look down as the Celebrant is reading.

When the reading is finished, the Celebrant will take the book, elevate it, and say, "The Gospel of the Lord." The book will then be returned to you. Close it and hold it aloft once again. The Celebrant will step to the side so that the Banner Bearer (**Crucifer if no Banner) and Torches may lead the way back to the altar. Banner/Crucifer leads with Torches slightly behind and Celebrant last. Return the Gospel Book to its place on the altar and return to your seat for the Sermon.

Sit quietly and remain as still as possible during the Sermon.

The Nicene Creed

At the announcement of the Nicene Creed the Crucifer stands at his/her seat and faces the cross for the recitation of the Creed. It is appropriate that the Sign of the Cross be made at the conclusion of the Creed.

****If there is no Banner Bearer:** At the announcement of the Creed, the Crucifer should exit through the side door at the rear of the altar and walk to the Godly Play room to let the teacher(s) know it is time to bring the children to the church. Then the Crucifer should go to the vesting room to get the Godly Play cross. Wait for the Godly Play children in the transept. When they arrive, lead the children to the narthex and wait for the signal from the Celebrant that it is time to enter the church.

The Prayers of the People

For the Prayers of the People the Crucifer kneels on one of the kneelers located near the right side of the altar on the step. Usually that would be the kneeler closest to the Crucifer's seat, and the Sanctus Bells should be resting on the step just to the right of that kneeler.

The Peace and Special Prayers

At the Peace the Crucifer will exchange the Peace with those near him. If anyone comes forward to special prayers (birthday, anniversary, etc.), join the Celebrant for these prayers.

****If there is no Banner Bearer present** and the Crucifer is waiting in the narthex with the Godly Play children, at the conclusion of the Peace the Celebrant will give the signal to lead the Godly Play children into the church. Walk up the steps to the altar and replace the Godly Play cross in its holder. Return to your seat.

The Celebration of the Holy Eucharist

The Offertory

At the Offertory all stand for the presentation of the elements. The Crucifer will collect the offering plates from the credence table shelf and give them to the ushers. During the collection the Crucifer assists the Celebrant (or Deacon when present) with the preparation of the altar for The Great Thanksgiving.

You are an important part of what is taking place at the altar. During the preparation the Crucifer should stand near the right side of the altar, close enough to the Celebrant so that you can easily transfer items between each other. The Celebrant should not have to leave his/her place at the altar in order to interact with the Crucifer.

If there are Eucharistic Visitor kits on the credence table, bring them to the altar and take out the containers that hold the bread and wine and place them on the altar. The celebrant will position them in order to be consecrated. The Celebrant takes the appropriate amount of bread from the bread box and then the box will be handed to you. Take this and place it on the credence table. Pick up the water cruet and hold it with the handle away from you and the top open. The Celebrant will bless the water in the cruet. The Celebrant will take the cruet and pour water into the wine in the chalice. While the Celebrant is doing this the Crucifer should pick up the lavabo

towel and bowl. Place the lavabo towel across your left forearm and hold the lavabo bowl in your left hand. When the Celebrant hands back the cruet of water you should hold the lavabo bowl under the Celebrant's hands and pour water over the Celebrant's fingers. Then turn your left arm toward the Celebrant so that he/she may use the lavabo towel to dry his/her hands. At the Celebrant dry his/her hands, turn to the cross with the Celebrant for a moment of silent prayer in preparation for the consecration. After the towel is used, and the prayer said, the towel will be returned to your left arm.

When the Celebrant is finished the Crucifer returns the lavabo bowl, towel, and the water cruet to the credence table. Do not sit down but stand ready to assist until the Celebrant gives the signal for all to stand. Once the Celebrant gives that signal the ushers will walk down the aisle to the rail with the collection plates. The Crucifer should take the large plate from the credence shelf and walk to the rail to receive the collection plates from the ushers.

The Crucifer should then turn to face the altar and raise the collection plates to about shoulder height as the Doxology is sung (10:30 service) and the Celebrant blesses the offering. The Doxology is said or sung by all. After the offering is blessed and the Doxology is finished (10:30 service) the Crucifer returns the plates to the credence table shelf. Remember to stand holding the plates raised until the Doxology is over.

The Great Thanksgiving

Once the collection plates are replaced on the credence shelf all acolytes take their places in preparation for the Great Thanksgiving. The Crucifer again stands in front of the kneeler to the right of the altar where the Sanctus Bells are located. The Crucifer carefully picks up the Sanctus Bells. During the saying/singing of the Sanctus ("Holy, holy, holy") the Crucifer should ring the bells each time the word "holy" is said or sung then replace the bells on the step. When "Blessed is he who comes in the name of the Lord" is sung or said it is appropriate to make the Sign of the Cross.

All kneel at the conclusion of the Sanctus (after "Hosanna in the highest"). Following the Words of Institution concerning the bread the Celebrant will elevate the bread. At this time the Crucifer will ring the Sanctus Bells for about two seconds during the elevation of the bread. Also, following the Words of Institution concerning the wine the Celebrant will elevate the chalice. At this time the Crucifer will ring the Sanctus Bells for about two seconds during the elevation of the chalice.

Finally, at the "Great Amen" (after the Celebrant has said the phrase, "*By him, and with him, and in him, in the unity of the Holy Spirit all honor and glory is yours, Almighty Father, now and forever. AMEN*") the Crucifer rings the Sanctus Bells with a flourish for about four seconds. Replace the bells on the step. Remain kneeling for the Lord's Prayer and receipt of Communion.

After receiving Communion, the Crucifer stands at his/her kneeler until the Celebrant moves toward the altar rail to administer Communion to the congregation. If there are Eucharistic Visitor kits that have been blessed, the Crucifer should return the containers of wine and bread to the kits and leave the kits on the altar. Then the Crucifer should take the flagon of wine from the

altar and go to the front of the altar where he/she stands facing the congregation. Remain there throughout Communion holding the wine and refilling the chalices as necessary.

After the congregation and ushers have received Communion, the Crucifer should assist with the cleaning (ablution) and storing of the vessels on the credence table. Once that is complete the Crucifer returns to the kneeler on the altar step and kneels for the Post-Communion Prayer, the sending forth of Eucharistic Visitors (when present) and the Blessing. This is a good time to put on the gloves. It is appropriate for the Sign of the Cross to be made during the Blessing.

Conclusion of the Service

Following the Blessing as the Recessional Hymn begins the Crucifer collects the Processional cross, goes to the rail opening, and faces the altar. As the Torches are moving into place at the rail opening the Banner Bearer collects the banner and takes a position between the First Torch and the first pew to the left of the rail opening.

The Worship Leaders and Celebrant will move to the step inside the rail, face the altar, and bow. When they turn to face the congregation the Crucifer turns as well and begins the procession to the narthex. As the Crucifer turns so should the Torches. The Torches follow the Crucifer and the Banner Bearer follows the Torches.

Arriving in the narthex the altar party remains quiet until the Dismissal is sung or said and the final prayers are said by the Celebrant. Cross, banner, and torches are then returned to their places in the church by walking through the transept – do not attempt to “go against the traffic” of parishioners who are departing from the church.

Carefully hang up your vestments in the vesting room.

Thank you for serving!

Customary for Torches

Revised September 2014

Arrival

It is very important that Torches arrive at least 15 minutes before the service begins.

Before the service:

Vest.

Check your appearance (mirror on back of door in vesting room). If needed, ask the Crucifer or Banner for help with vesting or questions about your duties.

Light the altar candles. The candles should be lighted with the tapers hanging in the church. Light the tapers and walk outside the rail to the rail opening. Reverence the cross and then walk up the steps to light the candles. Light the right candle first, then the left candle. Blow out and hang up the tapers.

Gather your torch for the service and light it.

Wait outside the vesting room with the other Worship Leaders and the Celebrant for prayer before moving to the nave.

The Procession

The order for the Procession is as follows:

Crucifer
1st Torch and 2nd Torch
Banner Bearer
Choir (when processing)
Lector and Second Chalice
Intern (when present)
Deacon (when present)
Celebrant

The Celebrant will indicate when the service is to begin by ringing the bells. If no Entrance Hymn is being sung (such as at the early service), the Crucifer starts forward immediately. If there is an Entrance Hymn, the Crucifer starts forward after the organ introduction is complete and the congregation begins singing.

The Crucifer leads the Procession at a dignified pace. During the Procession the First Torch is two steps behind and to the left of the Crucifer. The Second Torch is two steps behind and to the right of the Crucifer. The Banner Bearer is two steps behind the Torches, and so on with the remaining Worship Leaders.

Upon reaching the rail opening in front of the altar the First Torch turns to the left just outside the rail, goes to place the torch in its holder, and goes to stand in front of his/her seat. The Second Torch turns to the right just outside the rail, goes to place the torch in its holder, and goes to stand in front of his/her seat. If there is an Entrance Hymn being sung all acolytes are expected to open a hymnal and join in the singing once they arrive at their seats.

The Proclamation of the Word

Acolytes remain standing at their seats through the Opening Acclamation and the Collect for Purity. When there is a Song of Praise (*Gloria*) all face the cross and join in the saying or singing of the *Gloria*. Please be sure to participate in the singing or saying of the *Gloria*. It is appropriate that the Sign of the Cross be made at the conclusion of the *Gloria*. Remain standing through the Collect of the Day. After the Collect all will be seated. Remain seated for the reading of the First Lesson, the recitation or singing of the Psalm, and the reading of the Second Lesson. Be sure to participate in the recitation or singing of the Psalm.

Once the reading of the Second Lesson is finished, all stand and the singing of the Sequence Hymn begins. The Torches collect their torches and walk outside the rail to stand facing each other on either side of the rail opening. The Banner Bearer will pick up the Gospel Book from the altar and stand on the step between the Torches, holding the Gospel Book in his/her hands. (**Please note that the Crucifer will perform this duty with the Gospel Book if there is no Banner Bearer present.)

The Celebrant will join the procession and signal to the Banner Bearer to move forward. As the Banner Bearer begins the procession, the Torches turn to face the congregation. The Banner Bearer then leads the way down the aisle holding the Gospel Book aloft. The Torches follow about two steps behind the Banner Bearer.

The Gospel Procession halts at the fourth pew from the front of the congregation and the Banner Bearer turns to face the Celebrant. The Celebrant opens the Gospel Book to the day's reading. The Torches halt on either side of the Gospel Book between the Banner Bearer and Celebrant so that their torches will illuminate the Gospel. The Torches should be standing close to the pew on either side of the aisle, and facing each other for the reading of the Gospel. Rest the bottom of the torches on the floor for the reading. See the diagram below:



After reading the Gospel the Celebrant will step to the side so that the Banner Bearer may lead the way back to the altar. The Torches follow the Banner. The Torches should walk outside the rail to return their torches to their holders then return to their seats. Remain as still as possible during the Sermon.

The Nicene Creed

The Torches stand and face the Cross for the recitation of the Nicene Creed. It is appropriate that the Sign of the Cross be made at the conclusion of the Creed.

The Prayers of the People, the Peace, and the Notices

At the announcement of the Prayers of the People, the Torches should go to the nearest side altar rail and kneel. All remain kneeling for the Prayers of the People and the Confession and Absolution that follows. It is appropriate for the Sign of the Cross to be made during the Absolution. At the Peace the Torches will exchange the Peace with those near them. If any members from the congregation come forward for individual prayer (birthday, anniversary, etc), please join the Celebrant for these prayers. If not, you should return to your seat.

The Celebration of the Holy Eucharist

The Offertory

At the Offertory all stand for the presentation of the elements (Bread and Wine) and then sit for the collection of the offering. As soon as the collection begins the First Torch is responsible for positioning the three kneeler cushions on the step and closing the altar rail gate. There are three kneelers and the one with the Redeemer lamb design goes in the middle. It is easier to position the kneelers first and then close the rail. Return to your seat. The Second Torch will remain seated during the collection. Once the altar is prepared the Celebrant will signal for the congregation to stand and the ushers will walk to the rail with the collection plates. The Torches should stand and sing the Doxology with everyone else as the offering is brought forward and blessed.

The Great Thanksgiving

Once the collection plates are placed on the credence shelf all acolytes take their places in preparation for the Great Thanksgiving. The First Torch stands at the altar rail to the left of the altar and the Second Torch stands at the altar rail to the right of the altar. During this time your focus should be on what is taking place at the altar.

During the saying/singing of the Sanctus (“Holy, holy, holy”) you will hear the ringing of the Sanctus Bells each time the word “holy” is said or sung. When “Blessed is he who comes in the name of the Lord” is sung or said it is appropriate to make the Sign of the Cross.

All kneel at the conclusion of the Sanctus (after “Hosanna in the highest”). Remain kneeling through the Lord’s Prayer until you receive the Sacrament. During the Words of Institution concerning the bread and the wine it is appropriate for the Sign of the Cross to be made when the bread and the wine are elevated. After receiving Communion, the Torches return to their seats.

During the cleaning (ablution) of the vessels the First Torch is responsible for opening the altar rail gate and restacking the kneelers. **Please note that this duty is often performed by one of the ushers after he/she receives Communion, but if that is not the case the First Torch should open the rail and restack the kneelers, then return to his/her seat.

After the cleaning (ablution) of the vessels is completed, the Torches should kneel at the altar rail for the Post-Communion Prayer, the sending forth of Eucharistic Ministers (when present) and the Blessing. It is appropriate for the Sign of the Cross to be made during the Blessing.

Conclusion of the Service

Following the Blessing as the Recessional Hymn begins the Crucifer collects the Processional Cross, goes to the rail opening, and faces the altar. At this time the Torches collect their torches, walk outside the rail to their places on either side of the altar rail opening, where they stand facing one another until the Crucifer begins the Recessional.

The Worship Leaders and Celebrant will move to the step inside the rail, face the altar, and bow. When they turn to face the congregation the Crucifer turns as well and begins the procession to the narthex. As the Crucifer turns so should the Torches. The Torches follow two steps behind the Crucifer and the Banner Bearer follows two steps behind the Torches.

Arriving in the narthex the altar party remains quiet until the Dismissal is sung or said and the final prayers are said by the Celebrant. After the prayers the torches are extinguished. Cross, banner, and torches are then returned to their places in the church by walking through the transept – do not attempt to “go against the traffic” of parishioners who are waiting to greet the Celebrant and depart from the church.

The Torches are responsible for extinguishing the altar candles after the service. Get the tapers and walk outside the rail to the rail opening. Reverence the cross and extinguish the candles. Put out the left candle first, then the right one. Blow out and hang up the tapers.

Carefully hang up your vestments in the vesting room.

Thank you for serving!

Customary for Banner Bearer

Revised September 2014

Arrival

It is very important that you arrive at least 15 minutes before the service begins.

Before the service:

Vest.

Check your appearance (mirror on back of door in vesting room).

Gather the banner and the Godly Play cross, which is the small cross in the holder to the left of the altar near the Bishop's chair. Put the Godly Play cross in the vesting room where it will remain until needed for the Godly Play procession.

Wait outside the vesting room with the other Worship Leaders and the Celebrant for prayer before moving to the nave.

The Procession

The order for the Procession is as follows:

Crucifer
1st Torch and 2nd Torch
Banner Bearer
Choir (when processing)
Lector II and Second Chalice
Intern (when present)
Deacon (when present)
Celebrant

The Celebrant will indicate when the service is to begin by ringing the bells. If no hymn is being sung (such as at the early service), the Crucifer starts forward immediately. If there is an Entrance Hymn, the Crucifer starts forward after the organ introduction is complete and the congregation begins singing. The Crucifer leads the Procession at a dignified pace. During the Procession the Torches are about two steps behind the Crucifer. The Banner Bearer is two steps behind the Torches, and so on with the remaining Worship Leaders.

Upon reaching the first step at the rail opening, the Banner Bearer turns to the left OUTSIDE the rail, places the banner in its stand, and takes his/her seat to the left of the altar. If there is an Entrance Hymn being sung all acolytes are expected to open a hymnal and join in the singing once they arrive at their seats.

The Proclamation of the Word

Acolytes remain standing at their seats through the Opening Acclamation and the Collect for Purity. When there is a Song of Praise (*Gloria*) all face the cross and join in the saying or singing of the *Gloria*. Please be sure to participate in the singing or saying of the *Gloria*. It is

appropriate that the Sign of the Cross be made at the conclusion of the *Gloria*. Remain standing through the Collect of the Day. After the Collect all will be seated. Remain seated for the reading of the First Lesson, the recitation or singing of the Psalm, and the reading of the Second Lesson. Be sure to participate in the recitation or singing of the Psalm.

Once the reading of the Second Lesson is finished, all stand and the singing of the Sequence Hymn begins. The Banner Bearer leaves his/her seat and walks to the rail opening at the first step to the altar. Bow and walk up the steps to the altar. Pick up the Gospel Book.

Turn and face the congregation, holding the Gospel Book in both hands with the front of the book facing toward the congregation, raising your hands to about the level of your forehead so the Gospel Book is elevated. Walk back to the rail opening and wait there facing the congregation until the Celebrant comes behind you and signals you to begin the procession. The Torch Bearers should be standing just below the Crucifer outside the rail facing each other waiting for the Celebrant.

When the Celebrant joins the procession the Torches turn to face the congregation. (If the Torches don't turn, go ahead and start walking.) The Banner Bearer steps down between the Torches and leads the way down the aisle, holding the Gospel Book aloft in his/her hands. Halt at the fourth pew down the aisle and turn to face the Celebrant. Lower the Gospel Book in front of your chest and place your fingers under the book as the Celebrant opens it, positions it so that it can be comfortably read, and reads the Gospel. You may look down as the Celebrant is reading.

When the reading is finished, the Celebrant will take the book from you, elevate it, and proclaim, "The Gospel of the Lord." The book will then be returned to you. Close the Gospel Book and hold it aloft once again. The Celebrant will step to the side so that the Banner Bearer and Torches may lead the way back to the altar. Banner Bearer leads, then Torches, then the Celebrant. Return the Gospel Book to its place on the altar and return to your seat for the Sermon. Sit quietly and remain as still as possible during the Sermon.

The Nicene Creed

At the announcement of the Nicene Creed the Banner Bearer exits through the side door at the rear of the altar and walks to the Godly Play room to let the teacher(s) know that it is time to bring the children to the church. Then the Banner Bearer goes to the vesting room to get the Godly Play cross. Wait for the Godly Play children in the transept. The Banner Bearer will then lead the children to the narthex where they will await the signal from the Celebrant that it is time to enter the church.

The Peace and Special Prayers

At the conclusion of the Peace the Celebrant will give the signal to lead the Godly Play children into the church and up to the altar. Walk up the steps to the altar and replace the Godly Play cross in its holder. The Banner Bearer then returns to his/her seat. After the Godly Play children join their families in the pews the Celebrant will invite people for special prayers (birthday,

anniversary, etc.). If anyone come forward, join the Celebrant for these prayer. If not, remain in your seats.

The Celebration of the Holy Eucharist

The Offertory

At the Offertory all stand for the presentation of the elements and then sit for the collection of the offering. Once the offering is collected and the altar is prepared for Communion the Celebrant will signal for all to stand. The ushers will walk to the rail with the collection plates. Stand and sing the Doxology with everyone as the offering is brought forward and blessed.

The Great Thanksgiving

Once the collection plates are placed on the credence shelf all acolytes take their places in preparation for the Great Thanksgiving. The Banner Bearer stands next to the Lector II at the kneelers inside the rail on the step to the left of the altar.

During the saying/singing of the Sanctus (“Holy, holy, holy”) you will hear the ringing of the Sanctus Bells each time the word “holy” is said or sung. When “Blessed is he who comes in the name of the Lord” is said or sung it is appropriate to make the Sign of the Cross.

All kneel at the conclusion of the Sanctus (after “Hosanna in the highest”). Remain kneeling through the Lord’s Prayer until you receive the Sacrament. During the Words of Institution concerning the bread and the wine it is appropriate for the Sign of the Cross to be made when the bread and the wine are elevated.

After receiving Communion, the Banner Bearer returns to his/her seat. When the cleaning (ablution) of the vessels is completed, the Banner Bearer returns to the kneeler inside the rail and kneels for the Post-Communion Prayer, the sending forth of Eucharistic Ministers (when present) and the Blessing. It is appropriate for the Sign of the Cross to be made during the Blessing.

Conclusion of the Service

Following the Blessing as the Recessional Hymn begins the Crucifer will collect the Processional cross, go to the rail opening, and face the altar. As the Torches are moving into place at the rail opening the Banner Bearer collects the banner and takes a position between the First Torch and the first pew to the left of the rail opening.

The Worship Leaders and Celebrant will move to the step inside the rail, face the altar, and bow. When they turn to face the congregation the Crucifer turns as well and begins the procession to the narthex. As the Crucifer turns so should the Torches. The Torches follow two steps behind the Crucifer and the Banner Bearer follows two steps behind the Torches.

Arriving in the narthex the altar party remains quiet until the Dismissal is said or sung and the final prayers are said by the Celebrant. Cross, banner, and torches are then returned to their places in the church by walking through the transept – do not attempt to “go against the traffic” of parishioners who are departing from the church.

Carefully hang up your vestments in the vesting room.

Thank you for serving!