

St. Paul's Lutheran Church

Acolyte Training Guidelines



Lighting Candles:

1. Meet 10 minutes before service in Pastor's office.
2. Please use White Alb and Cincture for proper dress (located in Pastor's closet).
3. Pick out your cross of choice from Pastor's drawer.
4. 3 minutes before the service proceed with Pastor to the Sanctuary.
5. While Pastor is talking to the organist and getting the recording started for the service, go down the side aisle of the sanctuary to obtain the candle lighter. (Candle lighter is on door near sacristy)
6. Light the candle lighter (lighters are in the sacristy)
7. Reverence at the altar rail before lighting the candles.
8. Light the candles from the inside-out. Otherwise stated, light the two on the altar first, then start closest to the cross and work your way out. Do this first for the right side and then for the left side. Keep in mind that all the candles up front will be lit on services with Communion. You will know if there is communion by whether or not the elements are on the altar. If there is not communion, please do not light the candles on the altar (i.e., for Advent and Lent Services).
9. After you are done, go down the stairs, turn around and reverence at the altar rail.
10. Proceed to the "sacristy" and you can leave the candle lighter in the room.
11. Then please be seated in the front pew for the service. (Note: make sure to grab a bulletin for the service so you can follow along).

Extinguishing Candles

1. During the concluding collect (i.e., the closing prayer right before the Benediction), go to the sacristy to obtain candle lighter.
2. During the first verse of the closing hymn extinguish the candles.
3. Remember to reverence at the altar rail as you enter the chancel area.
4. Extinguish the candles from the outside to the inside. Starting at the left side extinguish them from the left all the way to the cross. Then from the right side all the way up to the cross. Save the two candles on the altar to be extinguished last.
5. Walk down steps. Turn around and reverence at the altar rail before leaving.
6. Put candle lighter away by the sacristy door and then proceed on the side isle to the office to change. Make sure to put your cross away and the alb back.

Note:

- You will be assigned a service each month through the church office – by Ruth. It will be published in the church newsletter and bulletin each month/week. If you are unable to be at the service, please find your own replacement. And if possible, let Ruth or Pastor know of the substitution.
- If you want to acolyte with another confirmation student, you can do so. Just let Pastor know so that you can make some small adjustments for the service.