

# **Acolyte Program Plan**

Revised March 2, 2008

## **1. Contact Information**

Dennis Astroth	943-8681	Dennis is the chair of the Worship and Music Committee
Linda Steussi	753-1026	Dir. Of Children's Ministries
Judy Foland	753-1026	BLC Office Manager – Judy schedules ushers and readers. Judy can assist in demonstrating an effective scheduling process.
Pastor	753-1026	

#### ACOLYTE DUTIES:

\*Please arrive at least 15 minutes before church starts to get your robe on, and let the Pastor know that you are there.

\*Check the calendar on the bulletin board in the sacristy, for the color cincture (belt) to be worn on that Sunday.

\*Next, go to the altar and get the candle lighter. (For the 9 a.m. service, check to make sure the altar candles have been put out.) Then go back to the sacristy, check the oil in your candle lighter (if necessary), and wait for the Pastor.

\*The Pastor will send you in to light the candles just before the beginning of the service. Light the candles, blow out the candle lighter, place the candle lighter in the stand, and sit in the front middle pew.

\*Assist with the offering. Take the offering baskets from the Pastor and hand them to the Ushers and assist as directed.

\*Assist with Holy Communion.

\*When the Pastor asks for the communion assistants to come forward, go to the front of the church, receive communion and prepare to assist with the wine. When holding the wine, angle the cup towards the person receiving communion, and say "Blood of Christ shed for you"

\*When communion is finished, put the sacraments (remaining bread and wine) on top of the cabinet. Then go sit back down, and wait until the closing song.

\*At the closing song, the Pastor will tell you what verse to extinguish the candles. Use the candle blower to extinguish the candles, place the candle blower back in the stand, and walk out of the church down the middle aisle in front of the Pastor.

\*You can then go back to the sacristy, and remove your robe. Please hang up the robe, cross, and cincture (belt)

Thank you for your service to Bethlehem Church!