

ACOLYTE INSTRUCTION MANUAL

Welcome to the ministry of acolyting at Grace Episcopal Church. It is a privilege to serve at God's Table, and what you do is an offering to God. But it is also a responsibility and requires training. By being an acolyte, you've taken on a role of leadership in the worship service.

This training manual includes: a history of the ministry, terms you'll need to know, responsibilities, procedures, copies of both the Rite I and Rite II services for a usual Sunday morning, and copies of the liturgies for several special services. This manual describes the routine duties of an acolyte, as well as various extra duties for the more formal liturgies. And finally, it gives you written instructions for the proper manner in which these duties are to be carried out.

Even as we strive to do our best while serving God and our neighbor, we all make mistakes. When this happens, please remember these three things:

1. There is no mistake you can make that someone else hasn't already made.
2. There is no mistake you can make that cannot be corrected.
3. God loves you, regardless of any mistakes you make.

However, by reading this manual thoroughly, you'll have a firm foundation for the ministry you offer and won't be as prone to making certain mistakes. If you have any questions regarding the services and what you need to do, please ask them in a timely manner. This means preferably before the morning you're scheduled to serve, not just before you process down the aisle.

History and Function of Acolytes

The ministry of acolytes is a very old tradition in the Church. Acolytes have served as ministry helpers at God's altars for over seventeen centuries. Acolytes have been around as helpers to priests for almost as long as there have been priests.

The function of the acolyte became so important to the Church during the Middle Ages that acolytes became the second highest of the "minor orders". In the structure of the Church, they were only less important than bishops, priests, deacons and sub deacons. They were considered of higher importance than lectors.

Today, acolytes serve at the altar and help bishops, priests and deacons. They generally assist in processions by carrying processional crosses, torches, flags, books and other items. They also assist with the Communion by presenting the bread, water and wine to the priest or deacon preparing the table. Acolytes also may assist by holding the Gospel Book or other books, and by assisting at weddings, baptisms and funerals.

Acolytes work in close coordination with members of a larger worship team. This team includes the altar guild, chalice bearers, greeters, intercessory prayer people, lectors, Lay Eucharistic ministers, musicians, ushers and more, for each service. When we all come together and work as a team, we are able to lead the congregation in a worship service that brings glory to God.

Acolyte Responsibilities

Preparation:

The week before -

Good liturgy always requires careful preparation. As an acolyte, you are expected to be prepared and know what to do in whichever position you serve. Most mistakes occur when we haven't taken the time to prepare. Lack of communication, last-minute substitutes, late arrival at church, etc., can result in avoidable problems.

Each acolyte is expected to know when they are scheduled to serve. Keep a copy of the Master Schedule in an easily visible location (refrigerator, message board, etc.). If you know you're going to be unable to serve on certain dates, email scheduler Bert Nye before the 15th of the month so that he'll know not to schedule you for those dates.

However, life happens, and if you are unable to serve on a Sunday after the schedule has been prepared, it is **your** responsibility to find a substitute. Please make sure the substitute is someone who is able to carry out your scheduled duty. Then either call or email the church (434-985-7716, GraceStanardsville@embarqmail.com) to let the Vicar know. The service bulletin is prepared on Wednesday morning, and it is a sign of respect to make sure substitutes are duly recognized in the bulletin. Of course, illness cannot be scheduled, but it is still your responsibility to find a substitute.

The night before -

Lay out your clothes and shoes the night before so that you're not rushing when you get up. Running around, stressing, and arguing with a parent before you arrive at the church does not start the day off in a good way. By preparing the night before you'll arrive ready to serve and worship the next morning.

Finally, get a good night's sleep. By being well rested you'll be alert and able to give your service your full attention.

This is the day - the morning that you serve

Servers and Crucifers should arrive and be in the vesting room at least fifteen minutes before the service begins. You need to get your cassocks on and light the candles. This

also allows enough time to receive any additional instructions if there is a change in the service.

All others should arrive ten minutes before the service. You'll want to allow for additional time when it's a special service – for example Christmas Eve, Easter Vigil, Baptism, etc.

Come prepared to serve. Please try to eat breakfast before you serve. It's not fun to get woozy or pass out in front of everyone. Also, come well groomed and dressed properly. Make sure your hands, fingernails and face are clean. Hair should be neat. Do not wear jewelry that may catch on any of the worship implements you may handle.

Please do not wear items that have colorful or bold prints that may show through if you wear a white cassock. This can be distracting to some in the congregation. We ask that you do not wear flip-flops, because the noise they create can be disturbing to some. If you choose to wear sandals, please make sure they have a strap around the back. Athletic shoes are permitted, but please make sure they are clean (and don't give off a funky odor).

Once you are vested:

- Servers need to light the candles for the service (see Procedures for Lighting and Extinguishing, page TBD).
- Torchbearers, and any other servers who will be part of the processional, need to remain quietly in the vesting area until it is time to retrieve their processional item.

Before, during or after you're vested, there will be a time of brief prayer. Stop what you are doing and participate. When the prayer is over, finish getting ready and as a team you'll move to the altar to retrieve the item you'll carry in the procession.

Vestments

Before the service –

Please arrive early enough to give yourself time to get vested (dressed). To make getting vested easier and less time consuming, take the time to try on several of the albs (white) or cassocks (red robes) and cottas (the short white robes) before you're scheduled to serve.

Find the two that fit you best. This way you'll be able to quickly find an alb or a cassock and cotta and not have to spend time trying on several looking for one that fits. All albs, cassocks and cottas are numbered, and there is a chart inside the door of the closet on the far right-hand side where you can record the number of the cassocks and cottas that fit you best.

When choosing an alb or cassock, make sure it's not too long. You have to negotiate several steps and you don't want to step on the hem of the robe and fall. You also don't

want to choose one that is too short. Also make sure you do not choose a cincture that is too long.

Make sure the robe you wear is clean and has all its buttons and snaps. If it is in need of laundering, tell the Acolyte Master. If it is in need of repair, tell the Acolyte Master. If you take any vestments home to launder or repair them, please bring them back before the next Sunday.

The last thing you need to put on is a wooden cross. They are in the top right drawer of the dresser in the Vesting room. Please note: The cross is not a form of entertainment. Do not spin it, wrap the cord around it, or twirl it.

After the service -

Please make sure you hang your robe back up where it belongs; button or snap the top together. Put the cross back in the drawer. You didn't find the robe on the floor, please don't leave it there.

The Service

Candles

About 10 minutes before the service starts, the candles are lit by the Server.

There is a traditional manner for lighting and extinguishing the candles that all acolytes should know and follow. Candles remind us that Jesus is the Light of the World; they also recall the days of the early Christians when candles and oil lamps were the only sources of light indoors. There will always be at least two candles on or beside the altar. As you face the altar from the nave, the right side is known as the Epistle side and the left as the Gospel side. There are some basic rules to know when lighting and extinguishing candles:

- Gospel candles never burn alone. Therefore, the Gospel candle (left side) is always lit last, and extinguished first.
- If candelabras are used, the candles are lighted starting from the cross and going out to symbolize that the light of Jesus shines out from the cross; they are extinguished in reverse. (Grace Church doesn't normally use a candelabra, but this is good information to know.)
- A paschal candle is used during the 50 days of Easter and at baptisms and funerals. It is placed in front of the altar and is lighted well before the start of the service (usually by a priest or member of the altar guild who has arrived early) and is **not** extinguished at the end of the service. If a paschal candle is present and not lighted by the time you are vested, ask the Celebrant whether you should light it.
 - Advent wreath candles are lighted before other candles and extinguished last. The number of wreath candles lighted corresponds to the week of Advent. A rose-colored candle represents the third Sunday of Advent.
 - Use caution when carrying a candle lighter near the altar so that wax or soot does not drop on the linen.

Lighting Candles

Candles can be lighted by an individual or a team of acolytes. The procedures listed below are for one acolyte working alone. If two are doing the job, their actions mirror each other and both the Gospel and Epistle side are lighted together. When working with a partner, do not move to the next candle until your partner has finished lighting his/her candle. If your partner is having trouble lighting a candle, please assist. Use the following procedures when lighting candles:

1. Check that the taper in your candle lighter is long enough to do the job. The white taper is visible in the space above the knob used to slide it up and down. If your taper is too short, ask a member of the altar guild to replace it.
2. Look to see whether there is a Paschal candle. If not, light your candle lighter using the matches kept on the shelf beside the candle lighter..
3. Walk to the center in front of the altar. Reverence the altar (by bowing) and proceed to the Epistle (right side) candle(s). To help you remember which candle to light first, remember that "light" and "right" rhyme and so you "light the right." If there is more than one candle on each side of the altar, light the innermost candle first and proceed outward. If an Advent wreath is present, light the appropriate number of candles **before** lighting the altar candles.
4. To light a candle, hold the flame from your candle lighter at the top of the candle; tip up the back end of your candle lighter to place the flame near the wick. We use oil-based candles so they light quite easily. Hold the flame in place for a few seconds, and then check whether the candle is lighted. If you cannot see the top, look for a glow under the brass ornament at the top of the candle. If you are working in a team, ask your partner to check. If you still cannot tell, walk back to the front of the sanctuary and look.
5. After lighting the Epistle side, cross the altar and light the Gospel candle(s). Reverence the altar when you cross the middle in front of the cross.
6. If there are candles on the shelf behind the altar, light them next. As on the altar, light the Epistle side first.
7. Extinguish your candle lighter after lighting the last candle, return to the center of the altar, bow, and return the candle lighter to its holder.

Extinguishing Candles

Candles are extinguished in the reverse order as they are lighted. The Gospel (left) side first, and from the outermost in. Altar candles are extinguished last, unless there is an Advent wreath, which is put out last.

Use the bell-shaped snuffer on the end of the candle lighter to extinguish a candle. Hold the bell down over the top of the candle until you see smoke escaping, which tells you the candle has gone out. Do not push the snuffer down on top of the candle or you will ruin the wick.

The Opening Procession

Crucifer: When signaled by the Celebrant during the processional hymn, proceed down the aisle at a slow pace. Go up the steps in front of the altar, turn and face the congregation until the entire processional party has passed you.

After the Celebrant has passed you, lead the torchbearers around the choir side of the altar to place the cross and torches in their stands. Take your seat in the back of the sanctuary.

Torchbearers: Your job during a procession is to stay next to the crucifer, wherever he/she may go. Carry your torch with your right hand below and near your waist and your left hand on top near your chin. The torch should be held high enough so that your feet and/or robe do not bump it as you walk. Try to hold your torch at the same height as the other torch bearer. The tallest torch bearer should set the height and the other match it.

The crucifer will proceed to the end of the aisle, go up on the steps, and turn to face the congregation. You should also step up and turn and face the crucifer. Make sure you stand in front of the end of the altar, so that the altar party can pass around you.

When the Celebrant has walked by you to enter the sanctuary, follow the crucifer around the choir side of the altar to put your torch away. Do not lower your torch nor put it out until you reach the torch stand.

After putting your torch away, take a place on the front pew beside the choir.

The Gospel Procession

Torchbearers: When the second lesson ends, wait for the Lector to start down the aisle to his/her seat, then rise and move calmly to the torch stand to retrieve your torches. At the start of the Gospel hymn, remove your torch from its stand, light it, and take your position beside and behind the Crucifer in front of the altar, facing the congregation. The Server will take a position behind you, holding the Gospel book. When the reader of the Gospel is in position behind the Server, the crucifer will proceed down the aisle to the fourth pew and turn around, facing the altar.

You should stop at the third pew and turn in, facing the other torch bearer. Lower your torch somewhat and watch it during the reading of the Gospel to avoid dumping liquid wax or burning something. Do not look around at the congregation during the reading.

Server: You are the Gospel bearer. When the Gospel Procession party forms, pick up the Gospel Book from the front of the altar and stand behind the torch bearers (if present), facing the congregation. When the Crucifer leads the procession down the aisle, walk a pace behind the torchbearers (if present) or Crucifer hold the book over your head with both hands. When the Crucifer and Torchbearers stop and turn back toward the altar, stop and turn toward the altar, standing in the center of the aisle between the torch bearers but far enough away to avoid any danger of being burned by torch flames. Hold the Gospel book open for the reader of the Gospel. The Reader will probably position the book so it can be read easily. You hold whatever position they

guide you to, holding the book as steady as you can. You may want to reposition your feet if necessary.

Torchbearers: After the Gospel has been read, the reader and Server (Gospel bearer) will step to the side of the aisle, to make room. As the crucifer walks past you, turn and take your place next to and behind him/her, process back to the altar, like the beginning procession, but you will not stop in front of the altar. Follow the Crucifer around the choir side of the altar. Put your torch away as you did following the opening procession. Return to your seat in the front pew beside the choir for the sermon.

Crucifer: At the end of the Gospel reading, the reader and server will move to the side of the aisle to allow you to pass. Process between the Torchbearers back to the altar. The Torchbearers will form up and process behind you. Do not stop at the altar like you did for the opening procession, but proceed directly to the cross holder and stow the cross. Help the Torchbearers stow their torches, then take your seat behind the altar for the sermon.

Server: Once the Gospel Reader has finished reading, and the congregation has made the response "*Praise to you Lord Christ*", move with reader to the side of the aisle to make room for the Crucifer and Torchbearers to process by you back to the altar. After the Torchbearers go by, step in behind them, hold the Gospel Book over your head with both hands, and process to the altar. Place the book on the altar where you found it, then proceed around the right side of the altar and take your seat for the sermon.

The Recessional

Torchbearers: After the Celebrant steps in front of the altar and gives a final blessing, rise from your seat and proceed to the torch stands to retrieve your torches. Follow the Crucifer to his position in front of the altar, standing beside and slightly behind the Crucifer. Wait for the Crucifer to start moving, then follow the Crucifer as in the opening and Gospel processions. Pay attention! The Crucifer may pause part way down the aisle to allow the choir time to form up behind. Follow the Crucifer all the way to the narthex, or to the left if the narthex doors aren't open, to leave room for the choir and others to exit the aisle behind you. Put out your torch. Stand quietly with the Crucifer until after the Benediction and congregational response.

Crucifer: After the Celebrant steps in front of the altar and gives a final blessing, rise from your seat and proceed to the cross stand to retrieve your cross. Move into position in front of the altar, facing the congregation, the same way you did for the Gospel procession. Leave room for the Torchbearers to get into position behind you. Once the choir begins to sing the recessional hymn watch for the front row of the choir to turn toward the altar to come out of the choir stall. That is your signal to start processing calmly down the aisle.

When you reach the first pew on the right, stop and wait for the whole choir to get out of their stalls and into the aisle ready to process out. (The Usher will be told to signal you when that has been accomplished. If in doubt just wait for about 30 seconds) Restart the slow processional out and continue straight out into the narthex if the doors are open. If they aren't, turn left after the last pew and continue processing to the baptismal font in the corner of the church in order to leave room for the rest of the people processing out down the aisle. Wait quietly with the torchbearers until after the Benediction and congregational response. Then lead the torch bearers down a side aisle to return the cross and torches to their stow positions near the altar.

Server: After the Prayer of Thanksgiving, the Celebrant will pronounce a final Blessing and then the organist will begin playing the introduction to the recessional hymn. As soon as the music starts, retrieve the candle snuffer from its holder and move to the front of the altar. Extinguish the right candle first. Pause and make a slight reverence bow to the cross in the middle of moving to the left candle. Extinguish the left candle. Pause again and bow slightly at the center, then replace the candle snuffer on its holder. Wait for the choir to process out and then step into the processional party directly behind them. Process all the way to the doors at the rear of the church so as to leave room for the LEM and Celebrant following you to clear the aisle.

The Holy Eucharist: Rite Two Traditional Service

The Word of God

*(After processing in, check your bulletin for the hymn number, open your Hymnal and sing. **Remain standing**)*

Celebrant: Blessed be God: Father, Son, and Holy Spirit. +

People **And blessed be his kingdom, now and forever. Amen.**

In place of the above, from Easter Day through the Day of Pentecost

Celebrant: Alleluia. Christ is risen.

People: **The Lord is risen indeed. Alleluia.**

Celebrant: Almighty God, to you all hearts are open, all desires known, and from you no secrets are hid: Cleanse the thoughts of our hearts by the inspiration of your Holy Spirit, that we may perfectly love you, and worthily magnify your holy Name; through Christ our Lord. **Amen.**

The Collect of the Day -

Celebrant: The Lord be with you.

People: **And also with you.**

Celebrant: Let us pray.

At the completion of the Collect:

People: **Amen.**

REMAIN STANDING

Following the Collect, the Gloria or some other song of praise is sung. Check your bulletin for song information.

The Gloria -

Glory to God in the highest, and peace to his people on earth.

Lord God, heavenly King, almighty God and Father,

we worship you, we give you thanks, we praise you for your glory.

Lord Jesus Christ, only Son of the Father, Lord God, Lamb of God, you take away the sin of the world: have mercy on

us; you are seated at the right hand of the Father: receive our prayer.

For you alone are the Holy One, you alone are the Lord,

you alone are the Most High, Jesus Christ, with the Holy Spirit,

in the glory of God the Father. + Amen.

Celebrant: Please be seated for the lessons.

Take your seat.

The Lessons – *(The Lessons and Psalm can be found on the lectionary sheet in the bulletin. Following each lesson you need to respond as follows.)*

Reader The Word of the Lord.

People **Thanks be to God.**

(The Psalm may be read responsively by whole or half verse; or it may be sung. Listen for instructions from the readers.

*Following the New Testament/Epistle reading you'll need to **stand**. See the Processional Procedures for further instructions.)*

Celebrant: The Holy Gospel of our Lord Jesus Christ according to....

People **Glory to you, Lord Christ.**

Following the Gospel reading

Celebrant: The Gospel of the Lord.

People: **Praise to you, Lord Christ.**

See the Processional Procedures for further instructions

The Sermon – *(Pay attention during the sermon. Sit up straight and please don't fidget. You need to sit still so that you don't draw attention to yourself.)*

The Nicene Creed – *(Stand)*

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father. Through him all things were made.

For us and for our salvation he came down from heaven: by the power of the Holy Spirit he became incarnate from the Virgin Mary, and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried.

On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins.

We look for the resurrection of the dead, + and the life of the world to come. Amen.

REMAIN STANDING

Prayers of the People – Forms II, III and VI –

(Pay attention to which form is used and participate in the Prayers of the People by saying the responses.)

REMAIN STANDING

Confession of Sin -

Most merciful God, we confess that we have sinned against you in thought, word, and deed, by what we have done, and by what we have left undone. We have not loved you with our whole heart; we have not loved our neighbors as ourselves. We are truly sorry and we humbly repent. For the sake of your Son Jesus Christ, have mercy on us and forgive us; that we may delight in your will, and walk in your ways, to the glory of your Name. Amen.

Absolution –

Celebrant Almighty God have mercy on you, forgive you all your sins + through our Lord Jesus Christ, strengthen you in all goodness, and by the power of the Holy Spirit keep you in eternal life. **Amen.**

The Peace – REMAIN STANDING

Celebrant The peace of the Lord be always with you.

People And also with you

Pass the Peace with those around you. You may pass the Peace with your family, but do so quickly. Do not run. Crucifer and Torch Bearers return to your seat.

Servers need to remain standing. If the two brass collection plates haven't been moved from the wooden shelf and placed at the left front corner of the altar, do that while the announcements are being made. The announcements will end with the Celebrant praying an Offertory Statement and then returning to the rear of the altar.

Server - *Take your position in front of the center of the altar, facing the congregation. Before the offertory begins, the Ushers will walk down the center aisle and bring the elements (bread and wine) from the rear of the church. You'll carefully retrieve the elements from the ushers. (Take your time) You'll then pass them over the top of the altar to the Celebrant. The Ushers will also tell you how many people are in the congregation. Tell the celebrant that number when you pass over the elements.*

Immediately move to the left side of the altar and retrieve the collection plates. (If they aren't there, you'll need to go to the wooden shelf along the left wall, where the Crucifer's crosses are kept, and retrieve them from there.) Walk back to the center in front of the altar and hand them to the Ushers. After that you'll move to the credence table to continue assisting in the setting of the Table.

The celebrant will keep the bread at the back of the altar. The Server will take the wine to the credence table.

The Celebrant may acknowledge the end of each step of the preparation process with a slight bow; if so, return the bow and proceed to the next step.

At the credence table, open the cruets/flagons and pick up the wine in your left hand and the water in your right. You should hold them on the side opposite the handles so that you can hand them to the Celebrant to pour. You will hand off with your left hand and receive with your right. When the Celebrant takes the wine, switch the water to the left hand. Depending on the number of people in the congregation, the Celebrant might not return the wine to you. When the Celebrant gives you back the water, return to the credence table.

After the Table is set, prepare to wash the Celebrant's hands by placing the towel over your arm and holding the lavabo bowl in one hand and the cruet of water in the other. The Celebrant will place fingers of the lavabo you are holding. Gently pour some water over the fingers until the Celebrant signals you to stop. The Celebrant will then take the towel from your arm and dry fingers before returning the towel to your arm. The celebrant will return to the altar while you place the water, lavabo, and towel back on the credence table.

After you've washed the Celebrant's hands, remain standing by the credence until it is time to retrieve the collection plates from the ushers.

When ready, the Celebrant will signal the ushers to bring up the collection plates. The congregation and choir will stand. The Server moves into position in front of the center of the altar to receive the collection plates. The choir and congregation will say or sing the Doxology. Receive the two collection plates, turn and pass them across the altar to the Celebrant for a blessing. The celebrant will pass them back to you, and you will place them at the left front corner of the altar.

Take your position beside and on the Celebrant's right side for the rest of the Communion preparation.

Crucifer - *During the Offertory sit quietly in the pew. Watch the Celebrant for the signal to stand up for the retrieval of collection plates. When the ushers return to their seats, join the Server at the altar, standing to his right at the end of the altar.*

The Holy Communion

The Great Thanksgiving Eucharistic Prayer A

Celebrant The Lord be with you.

People **And also with you.**

Celebrant Lift up your hearts.

People **We lift them to the Lord.**

Celebrant Let us give thanks to the Lord our God.

People **It is right to give him thanks and praise.**

Celebrant It is right, and a good and joyful thing, always and everywhere to give thanks to you, Father Almighty, Creator of heaven and earth.

The Proper Preface is said here by the Celebrant and is followed by:

Therefore we praise you, joining our voices with Angels and Archangels and with all the company of heaven, who for ever sing this hymn to proclaim the glory of your Name:

Celebrant and People –

(Check bulletin for Service Music #. Service Music is in the front of the Hymnal. Sing along.)

Holy, Holy, Holy Lord, God of power and might, heaven and earth are full of your glory.

Hosanna in the highest. +

Blessed is he who comes in the name of the Lord. Hosanna in the highest.

Holy and gracious Father: In your infinite love you made us for yourself, and, when we had fallen into sin and become subject to evil and death, you, in your mercy, sent Jesus Christ, your only and eternal Son, to share our human nature, to live and die as one of us, to reconcile us to you, the God and Father of all.

He stretched out his arms upon the cross, and offered himself, in obedience to your will, a perfect sacrifice for the whole world.

On the night he was handed over to suffering and death, our Lord Jesus Christ took bread; and when he had given thanks to you, he broke it, and gave it to his disciples, and said, "Take, eat: This is my Body, which is given for you. Do this for the remembrance of me."

After supper he took the cup of wine; and when he had given thanks, he gave it to them, and said, "Drink this, all of you: This is my Blood of the new Covenant, which is shed for you and for many for the forgiveness of sins. Whenever you drink it, do this for the remembrance of me."

Therefore we proclaim the mystery of faith:

Say the following with the congregation

Christ has died.

Christ is risen.

Christ will come again.

We celebrate the memorial of our redemption, O Father, in this sacrifice of praise and thanksgiving. Recalling his death, resurrection, and ascension, we offer you these gifts. Sanctify them by your Holy Spirit to be for your people the Body and Blood of your Son, the holy food and drink of new and unending life in him.

+Sanctify us also that we may faithfully receive this holy Sacrament, and serve you in unity, constancy, and peace; and at the last day bring us with all your saints into the joy of your eternal kingdom.

All this we ask through your Son Jesus Christ: 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 for ever. **AMEN.**

Celebrant And now, as our Savior Christ has taught us, we are bold to say,

Say the Lord's Prayer with the congregation

Our Father, who art in heaven,

hallowed be thy Name, thy kingdom come,

thy will be done, on earth as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses, as we forgive those
who trespass against us.
And lead us not into temptation, but deliver us from evil.
For thine is the kingdom,
and the power, and the glory,
for ever and ever. Amen.

The Breaking of the Bread -

The Celebrant will hold the bread up with both hands and then break it in half. If the choir is present, the choir and congregation will sing. If not, the following will be spoken:

Celebrant Alleluia. Christ our Passover is sacrificed for us;

People **Therefore let us keep the feast. Alleluia.**

Celebrant The Gifts of God for the People of God. Take them in remembrance that Christ died for you, and feed on him in your hearts by faith, with thanksgiving.

Server: Receive communion first in the altar party. After receiving communion, remain standing. Be prepared to take any other instructions from the clergy to help with the communion for the congregation.

Crucifer: take communion with the altar party and then return to your seat.

Torchbearers - wait until the usher comes to your pew and directs you to go forward and receive Communion. Once you've received Communion, return to your seat and sit quietly until everyone in the congregation has received Communion.

Post Communion Prayer -

Celebrant Let us pray. *Stand or kneel*

Eternal God, heavenly Father, you have graciously accepted us as living members of your Son our Savior Jesus Christ, and you have fed us with spiritual food in the Sacrament of his Body and Blood. Send us now into the world in peace, and grant us strength and courage to love and serve you with gladness and singleness of heart; through Christ our Lord. Amen.

The Blessing -

The blessing of God Almighty, + the Father, the Son, and the Holy Spirit, be upon you and remain with you always.

Amen.

Following the Blessing, the Server will extinguish the candles - See the Procedures for Lighting and Extinguishing Candles. The acolyte team will then prepare to process out. See Processional Procedures for further instructions.

The Dismissal - *The Celebrant then dismisses with these words:*

Let us go forth in the name of Christ. **Thanks be to God. Alleluia, Alleluia.**

Go in peace to love and serve the Lord. **Thanks be to God. Alleluia, Alleluia.**

Let us go forth into the world, rejoicing in the power of the Spirit. **Thanks be to God. Alleluia, Alleluia,**

Let us bless the Lord. **Thanks be to God. Alleluia, Alleluia.**

All acolytes are to stand quietly in the Narthex until after the Dismissal.

Server - it is your responsibility to keep the others quiet. Do not go down the center aisle. Following the Dismissal, lead the acolyte team down the side aisle to the altar area. Put up the cross. If either the Paschal Candle or the Advent wreath were lit during the service, you will need to extinguish it following the service.

Crucifer and Torchbearers – Follow the Master Server's instructions. After the Dismissal, use the side aisle to return to the altar area and put your processional items where they belong.

Ash Wednesday

There is no processional for this service. The service begins with the chalice bearers and acolytes sitting quietly in their seats at the altar

Let us pray. **(Kneel)**

Almighty and everlasting God, you hate nothing you have made and forgive the sins of all who are penitent:

Create and make in us new and contrite hearts, that we, worthily lamenting our sins and acknowledging our

wretchedness, may obtain of you, the God of all mercy, perfect remission and forgiveness; through Jesus Christ

our Lord, who lives and reigns with you and the Holy Spirit, one God, for ever and ever.

Amen.

The Lessons – (Sit)

The Gospel – (Gospel processional – see Processional Procedures for further instructions)

The Sermon – (Sit)

After the Sermon (Stand) the Celebrant invites the people to the observance of a holy Lent, saying

Dear People of God: The first Christians observed with great devotion the days of our Lord's passion and

resurrection, and it became the custom of the Church to prepare for them by a season of penitence and

fasting. This is season of Lent provided a time in which converts to the faith were prepared for Holy Baptism.

It was also a time when those who, because of notorious sins, had been separated from the body of the faithful

were reconciled by penitence and forgiveness, and restored to the fellowship of the Church. Thereby, the

whole congregation was put in mind of the message of pardon and absolution set forth in the Gospel of our

Savior, and of the need which all Christians continually have to renew their repentance and faith.

I invite you, therefore, in the name of the Church, to the observance of a holy Lent, by self-examination

and repentance; by prayer, fasting, and self-denial; and by reading and meditating on God's holy Word. And,

to make a right beginning of repentance, and as a mark of our mortal nature, let us now kneel before the Lord,

our maker and redeemer. **(Kneel)** *Silence is then kept for a time*

The Celebrant says the following prayer

Almighty God, you have created us out of the dust of the earth: Grant that these ashes may be to us a sign

of our mortality and penitence, that we may remember that it is only by your gracious gift that we are given

everlasting life; through Jesus Christ our Savior. **Amen.**

The ashes are imposed with the following words

Remember that you are dust, and to dust you shall return.

(Kneel) After the congregation has received their ashes, Psalm 51 is then said in unison, followed by the Litany of Penitence

The Priest, stands and, facing the people, says

Almighty God, the Father of our Lord Jesus Christ, who desires not the death of sinners, but rather that

they may turn from their wickedness and live, has given power and commandment to his ministers to declare

and pronounce to his people, being penitent, the absolution and remission of their sins.

He pardons and

absolves all those who truly repent, and with sincere hearts believe his holy Gospel.

Therefore we beseech him

to grant us true repentance and his Holy Spirit, that those things may please him which we do on this day, and

that the rest of our life hereafter may be pure and holy, so that at the last we may come to his eternal joy;

through Jesus Christ our Lord. **Amen.**

The Service continues with Holy Communion - Rite I. Please note there is no processional at the end of the service. Everyone

leaves in silence from the altar area and goes to the vesting room.

29

The Sunday of the Passion: Palm Sunday

The Liturgy of the Palms - *The congregation gathers out front of the church for the procession. The branches of palm are*

distributed to the people before the service. The following or some other suitable anthem is sung or said, the people standing. The

Master Server will lead the procession to the front doors of the church.

Celebrant Blessed is the King who comes in the name of the Lord.

People **Peace in heaven and glory in the highest.**

Celebrant Let us pray. Assist us mercifully with your help, O Lord God of our salvation, that we may

enter with joy upon the contemplation of those mighty acts, whereby you have given us life and

immortality; through Jesus Christ our Lord. **Amen.**

A Deacon reads one of the following: Year A - Matthew 21:1-11, Year B - Mark 11:1-11a, Year C - Luke 19:29-40

The Celebrant then says the following blessing

Celebrant The Lord be with you.

People **And also with you.**

Celebrant Let us give thanks to the Lord our God.

People **It is right to give him thanks and praise.**

Celebrant It is right to praise you, Almighty God, for the acts of love by which you have redeemed us

through your Son Jesus Christ our Lord. On this day he entered the holy city of Jerusalem in

triumph, and was proclaimed as King of kings by those who spread their garments and branches

of palm along his way. Let these branches be for us signs of his victory, and grant that we who

bear them in his name may ever hail him as our King, and follow him in the way that leads to eternal life; who lives and reigns in glory with you and the Holy Spirit, now and for ever.

Amen.

The following or some other suitable anthem may then be sung or said. During the procession the people hold branches in their hands.

Blessed is he who comes in the name of the Lord. **Hosanna in the highest.**

The Procession – *The Master Server will lead the procession to the front doors of the church and stop*
Deacon Let us go forth in peace.

People **In the name of Christ. Amen.**

Almighty God, whose most dear Son went not up to joy but first he suffered pain, and entered not into

glory before he was crucified: Mercifully grant that we, walking in the way of the cross, may find it none other

than the way of life and peace; through Jesus Christ our Lord. **Amen.**

The Procession will line up in the Narthex, off to the side, while the congregation enters and takes their seats. When everyone is

inside, the Master Server will lead the acolyte team and line up at the doors. Once the singing has begun for the Processional

Hymn, the Master Server will process down the aisle.

Please note - there is no Gospel procession.