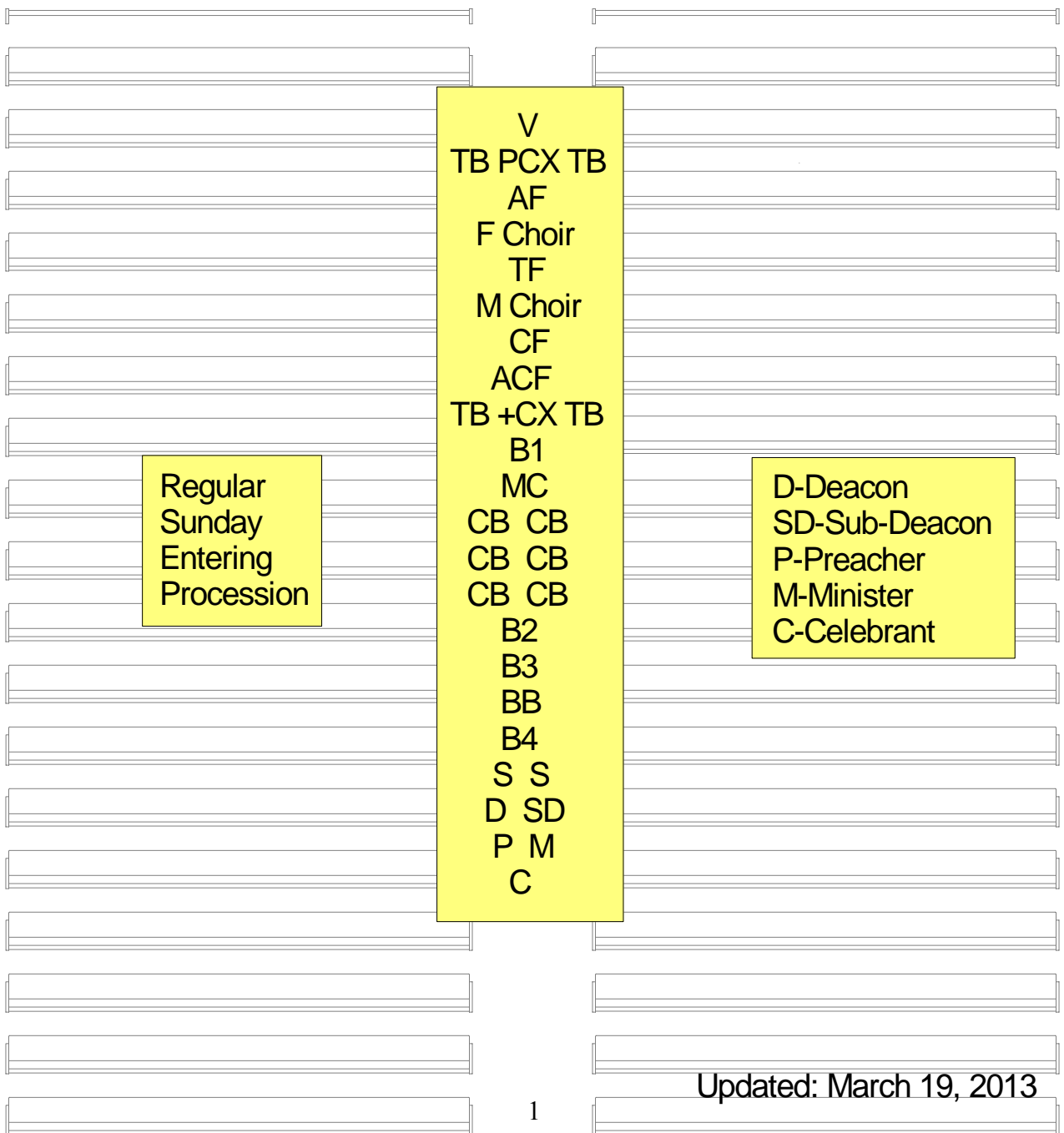
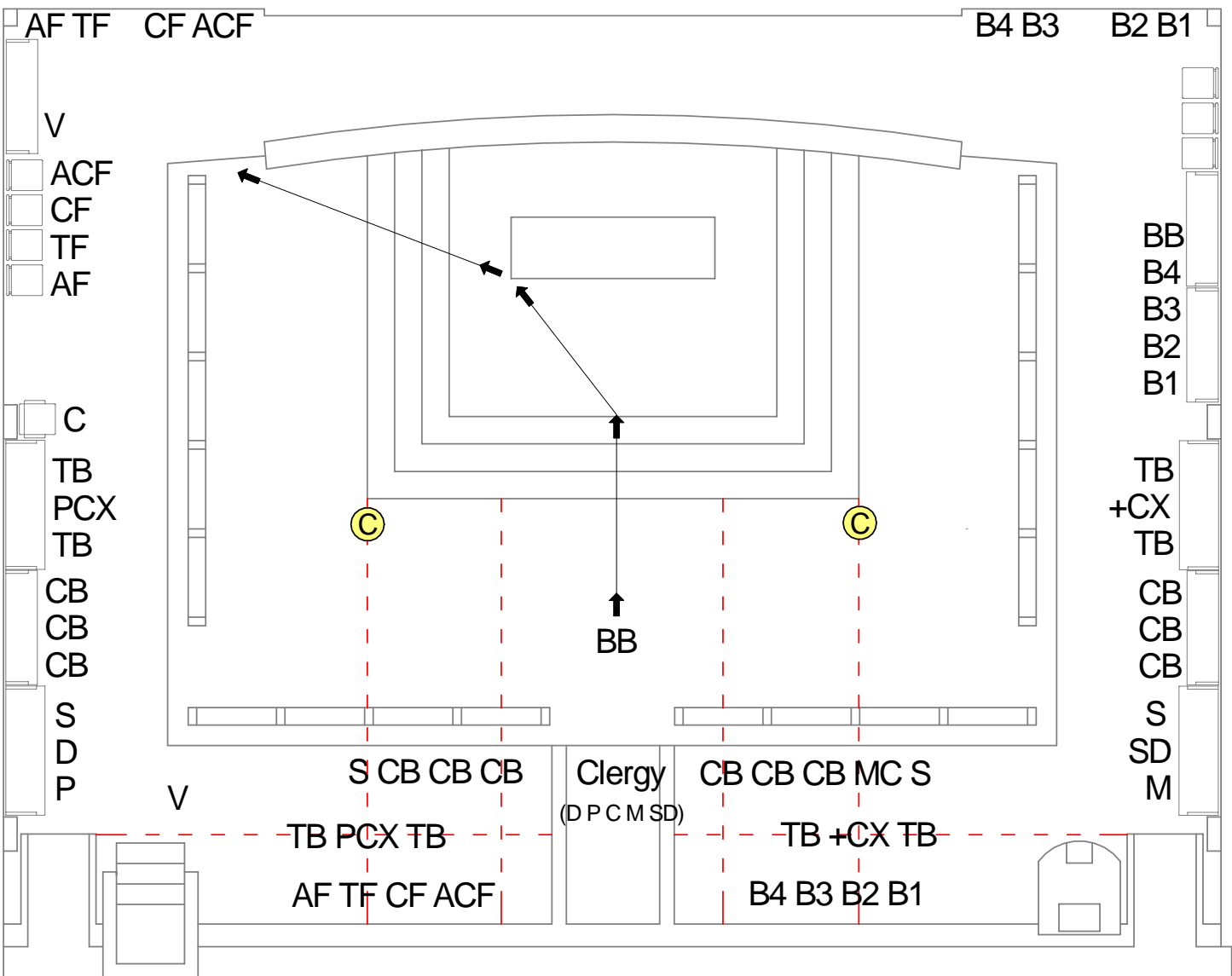


Saint Michael and All Angels

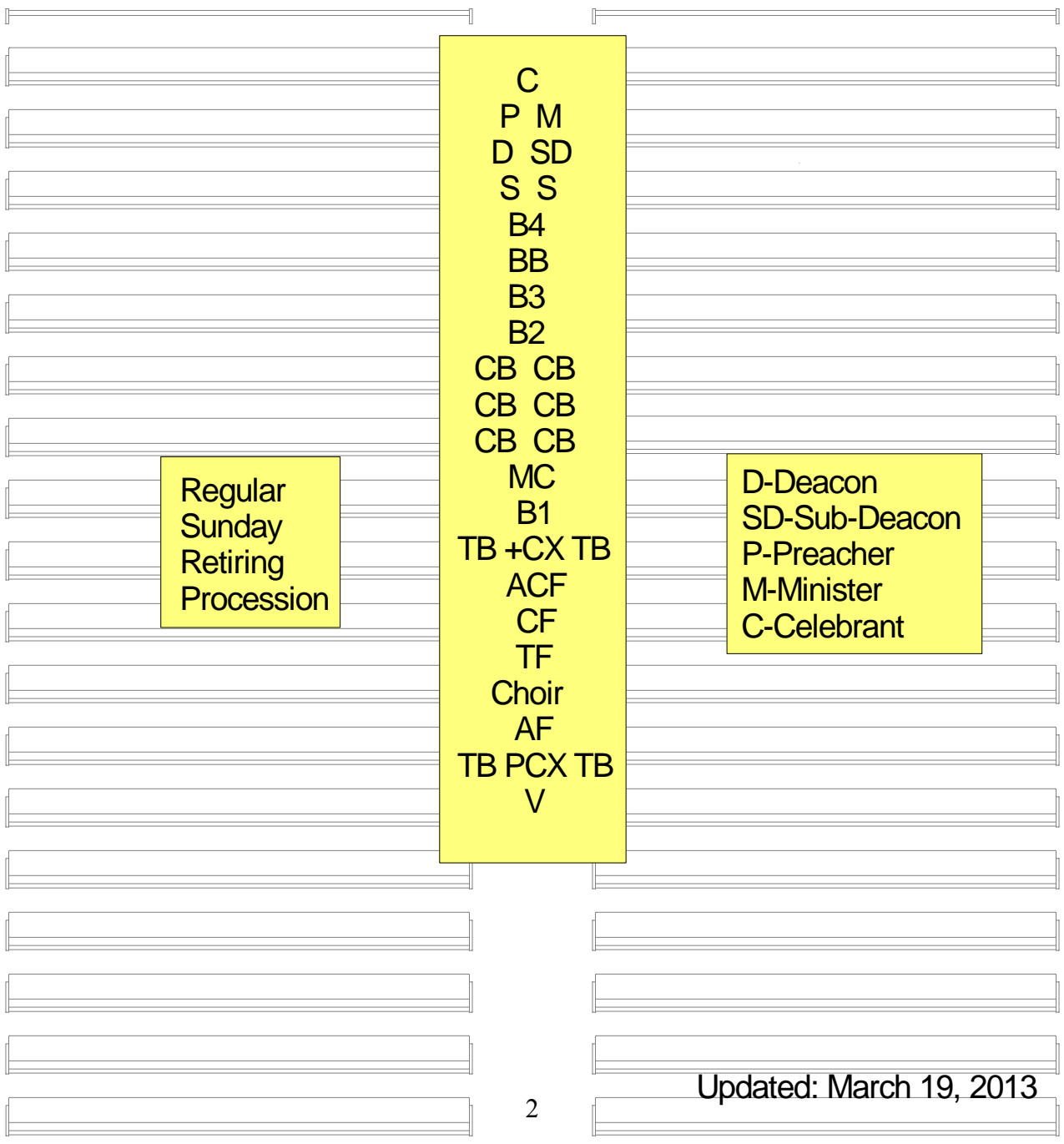
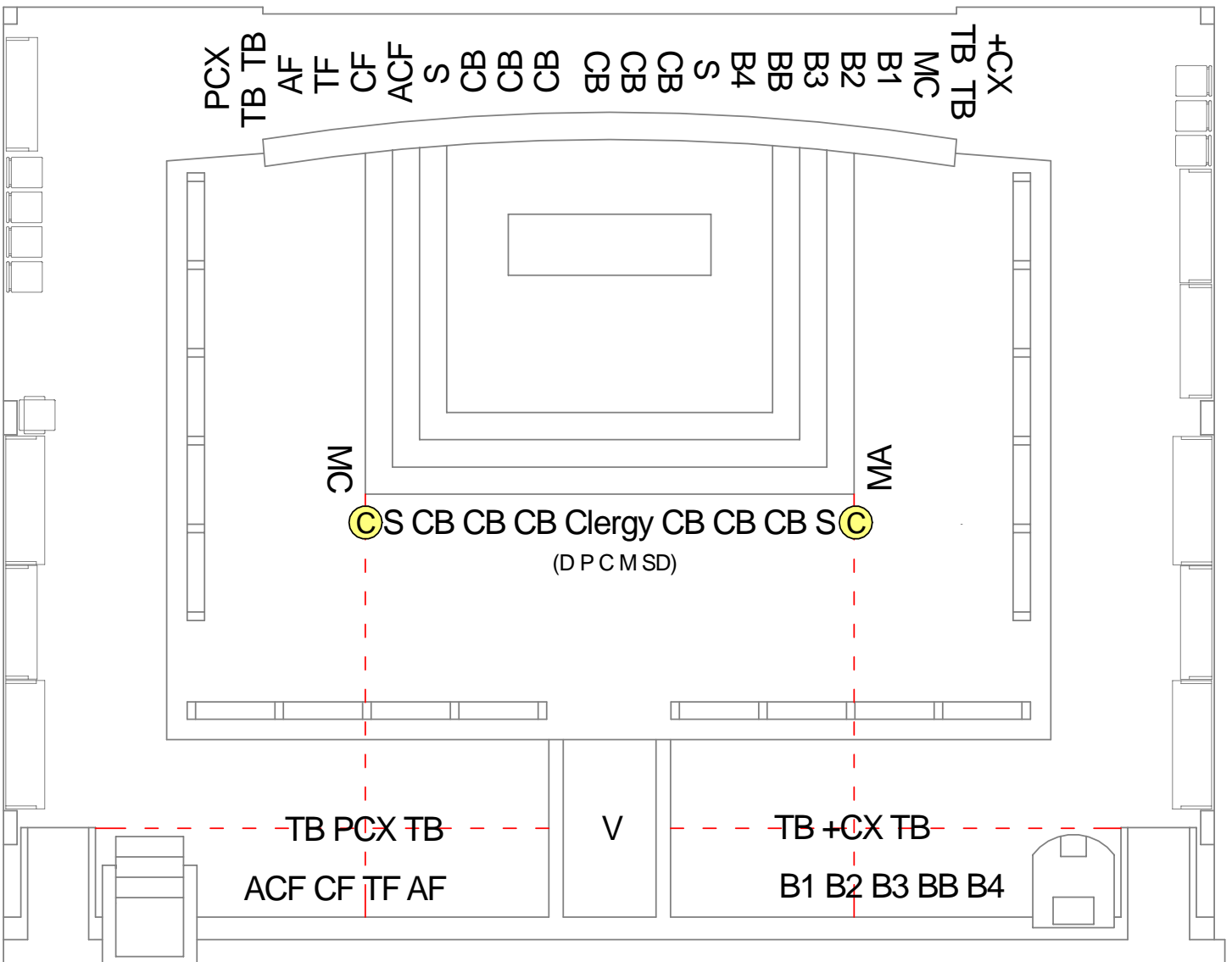
Acolyte Training

As of September 2013

Prepared by J. C. Snead



Updated: March 19, 2013



September 25, 2013

PROCESSIONAL CRUCIFER AND TORCH BEARERS

REGULAR SUNDAY IN THE CHURCH

OVERVIEW OF RESPONSIBILITIES

- Review upcoming service duties with Torch Bearers.
- Lead prayer in Acolyte Sacristy.
- Entering Procession.
- Gospel Procession.
- Crucifer to signal when to proceed to Altar Rail & kneel.
- Process in Elements.
- Crucifer to count during Communion.
- Retiring Procession.

SERVICE DETAILS & RESPONSIBILITIES

BEFORE SERVICE

- Check-in and vest 30 minutes before Service.
- Crucifer will vest in a white Alb and Apparels.
- Torch Bearers will vest in black Cassocks and white Cotta overlays (except Feast Days when vestment is white Alb).
- Lead Acolytes and Chalice Bearers in prayer.
- After prayer, collect Cross and Torches, proceed to Narthex hallway and wait for Entering Procession to begin.

ENTERING PROCESSION

- At start of the Hymn, Crucifer flanked by Torch Bearers, starting on left foot, proceed slowly down Nave (follow Verger, if present).
- Crucifer and Torch Bearers aligned (at shoulders) with Cross and Torches held straight.
- Pause briefly at Chancel step, bow (without moving the Cross and Torches), and step up in unison on left foot.
- Pinwheel left (maintaining alignment) proceed to second column of Altar Rail.
- Pinwheel right (maintaining alignment) and face Altar halfway between Chancel step and Altar Rail leaving space for Chalice Bearers.
- When Book Bearer steps on the lowest step of Altar, pinwheel left and proceed to Reredos wall.
- Place Cross and Torches (remain lighted) in brackets and proceed behind Reredos.
- Lined up behind Reredos until all members of Acolytes are ready to proceed to seats.
- When signaled, with hands folded, proceed out single file from Gospel side to Sedilia.

- Crucifer always flanked by Torch Bearers when standing/sitting at Sedilia.

LESSONS

- Acolytes will sit for the Lessons.

GOSPEL PROCESSION at 11:00 am only

- At the beginning of Psalm, Crucifer and Torch Bearers (and Book Bearer) proceed single file behind Reredos.
- Crucifer and Torch Bearers get Cross and Torches in Acolyte Sacristy and line up for Gospel Procession.
- At start of the Sequence Hymn, Crucifer and Torch Bearers (and Book Bearer) will follow Verger down center isle.
- When Verger stops at center pilaster, Crucifer and Torch Bearers will pass and turn and face Altar.
- The Torch Bearers will face inward on each side of Book (as if providing light to Book).
- After the reading, Crucifer steps between Torch Bearers and all follow Verger to behind the Reredos.
- Place Cross and Torches in Acolyte Sacristy and proceed single file back to Sedilia.

SERMON

- Acolytes will sit for the Sermon.

ASCRPTION

- Acolytes will stand, face the Altar and recite Creed. Acolytes cross themselves at "resurrection of the dead."

PRAYERS OF THE PEOPLE

- Acolytes will remain standing for the Prayers of the People.

CONFESSION OF SINS

- At the words, "Let us humbly confess our sins to Almighty God," Processional Crucifer will signal and all will proceed to rail in unison. Processional Crucifer will signal again for all to kneel in unison. Acolytes cross themselves at the blessing.

PEACE

- Acolytes will stand and greet each other.

- After the Peace, Crucifer and Torch Bearers will proceed to Acolyte Sacristy to get Cross and Torches.
- Crucifer and Torch Bearers will proceed to Narthex with Master of Ceremonies.

OFFERTORY

- At conclusion of Offertory Anthem, the Master of Ceremonies will direct the Crucifer and Torch Bearers when to proceed down Nave (following a Verger, if present).
- Pinwheel left (maintaining alignment) proceed to behind Reredos wall.
- At 8:45 am Service return Cross and Torches to Acolyte Sacristy
- At 11:00 am Service return Cross and Torches to Altar Guild Sacristy.
- Proceed out single file from Gospel side to Sedilia.

THE GREAT THANKSGIVING

- At start of Sanctus (the phrase "Holy, holy, holy"), Acolytes will bow heads.
- At start of phrase "Blessed is He... Hosanna in the Highest" Acolytes lift heads and cross themselves.
- At end of Sanctus, Crucifer signal to Acolytes to proceed to rail.
- Crucifer and Torch Bearers leave space to right at Altar Rail for Chalice Bearers.
- When Chalice Bearers in place, Crucifer will signal and Acolytes will kneel in unison.
- At start of phrase "On the night..." Acolytes will bow (profound bow) and hold profound bow until the phrase "Therefore we proclaim the mystery of faith:"

COMMUNION

- Acolytes kneeling while receiving Communion. After Communion, Acolytes stand, return to Sedilias, remain standing and sing hymns with Congregation.
- After receiving Communion, Crucifer proceeds to inside rail, standing in front of Reredos and count Communicates.
- When Choir arrives at Altar Rail, Acolytes file behind Reredos and line up for Retiring Procession.

RETIRING PROCESSION AND AFTER THE SERVICE

- At start of hymn, Crucifer and Torch Bearers proceed out Gospel side and retrieve Cross and Torches from bracket.
- Crucifer and Torch Bearers, proceed to front Altar Rail, pinwheel left (maintaining alignment) and align with second column of Altar Rail.
- When Priests bow (or genuflect), Crucifer and Torch Bearers pinwheel right and, following Verger, proceed down Nave to Narthex.
- At back of Narthex, Crucifer and Torch Bearers turn and face Sanctuary until dismissed by Celebrant.
- The Cross and Torches will be returned to wall brackets after 8:45 Service and to Silver Closet in Altar Guild Sacristy after 11:00 Service.

September 25, 2013

PRIEST'S CRUCIFER AND TORCH BEARERS

REGULAR SUNDAYS IN THE CHURCH

OVERVIEW OF RESPONSIBILITIES

- Review upcoming service duties with Torch Bearers.
- Entering Procession, mirror movements of Processional Crucifer.
- Crucifer takes Alms Basins to Ushers before Collection.
- Crucifer gets book off of Altar after taking out Alms Basins.
- Torch Bearers receive Alms Basins from Ushers after Collection.
- Crucifer to count during Communion (inside rail against Reredos wall).
- Retiring Procession, mirror movements of Processional Crucifer.

SERVICE DETAILS & RESPONSIBILITIES

BEFORE SERVICE

- Check-in and vest 30 minutes before Service.
- Crucifer will vest in a white Alb and Apparels.
- Torch Bearers will vest in black Cassocks and white Cotta overlays (except Feast Days when all white Vestments).
- After prayer, collect Cross and Torches, proceed to Narthex hallway and wait for Entering Procession to begin.

ENTERING PROCESSION

- Priest's Crucifer and Torch Bearers line up after Choir and last flag.
- Following the Procession, Crucifer flanked by Torch Bearers, starting on left foot, proceed slowly down Nave.
- Crucifer and Torch Bearers aligned (at shoulders) with Cross and Torches held straight.
- Pause briefly at Chancel step, bow (without moving the Cross and Torches), and step up in unison.
- Pinwheel right (maintaining alignment) proceed to second column of Altar Rail.
- Pinwheel left (maintaining alignment) and face Altar halfway between Chancel step and Altar Rail leaving space for Chalice Bearers.
- When Book Bearer steps on the lowest step of Altar, pinwheel right and proceed to Reredos wall.
- Place Cross and Torches (remain lighted) in brackets and proceed behind Reredos.
- Lined up behind Reredos until all members of Acolytes are ready to proceed to seats.
- When signaled, with hands folded, proceed out single file from Epistle side to Sedilia.
- Crucifer always flanked by Torch Bearers when standing/sitting at Sedilia.

LESSONS

- Acolytes will sit for the Lessons.

GOSPEL PROCESSION

- Acolytes will stand for Gospel Procession and sing Gospel Hymn.

SERMON

- Acolytes will sit for the Sermon.

ASCRPTION

- Acolytes will stand, face the altar and recite the Creed. Acolytes cross themselves at "resurrection of the dead."

PRAYERS OF THE PEOPLE

- Acolytes will remain standing for the Prayers of the People.

CONFESSION OF SINS

- At the words, "Let us humbly confess our sins to Almighty God," Processional Crucifer will signal and all will proceed to rail in unison. Processional Crucifer will signal again for all to kneel in unison. Acolytes cross themselves at the blessing.

PEACE

- Acolytes will stand and greet each other.
- After the Peace, Crucifer and Torch Bearers will follow the Priest and Server behind the Reredos.

OFFERTORY

- After family processes Elements up to Altar, Crucifer proceeds from Gospel side, inside rail, with Alms Basins to center opening of Chancel Rail.
- Crucifer hands Alms Basins to Ushers and Ushers give Crucifer the "count." After Alms Basins distributed to all Ushers, Ushers and Crucifer will bow to each other,
- Crucifer proceeds up Altar steps, gives "count" to Priests, picks up Gospel Book and proceeds behind Reredos, placing it on Credence table.
- Crucifer gives "count" to Master of Acolytes.

- Crucifer and Torch Bearers proceed, with hands folded, out single file from Epistle side inside rail to cushions (Crucifer flanked by Torches).
- When Processional Crucifer and Torch Bearers start Alms Basin procession, Torch Bearers will proceed to opening of Chancel Rail, one each side facing each other.
- After Processional Crucifer and Torch Bearers pass, Priest Torch Bearers will move into position to receive Alms Basins from Ushers.
- After receiving Alms Basins, Torch Bearers bow to Ushers, turn inward and proceed up Altar where Celebrant will bless the Alms Basins.
- Crucifer and Torch Bearers will proceed behind Reredos and hand Alms Basins to Ushers,
- Crucifer and Torch Bearers will proceed single file to Sedilia and remain standing.

THE GREAT THANKSGIVING

- At start of Sanctus (the phrase "Holy, holy, holy"), Acolytes will bow heads.
- At start of phrase "Blessed is He... Hosanna in the Highest" Acolytes lift heads and cross themselves.
- At end of Sanctus, Processional Crucifer signal to Acolytes to proceed to rail.
- Crucifer and Torch Bearers leave space to left at Altar Rail for Chalice Bearers.
- When Chalice Bearers in place, Processional Crucifer will signal and Acolytes will kneel in unison.
- At start of phrase "On the night" Acolytes will bow (profound bow) and hold profound bow until the phrase "Therefore we proclaim the mystery of faith:"

COMMUNION

- Acolytes kneeling while receiving Communion. After Communion, Acolytes stand, return to Sedilias, remain standing and sing hymns with Congregation.
- After receiving Communion, Crucifer proceeds to inside rail, standing in front of Reredos and count Communicates.
- When Choir arrives at Altar Rail, Acolytes file behind Reredos and line up for Retiring Procession.

RETIRING PROCESSION AND AFTER THE SERVICE

- At start of hymn, Crucifer and Torch Bearers proceed out Epistle side and retrieve Cross and Torches from bracket.
- Crucifer and Torch Bearers, proceed to front Altar Rail, pinwheel right (maintaining alignment) proceed to second column of Altar Rail.
- When Priests bow (or genuflect), Crucifer and Torch Bearers pinwheel left, facing Processional Team.
- Follow Processional Team after last Flag down Nave towards Narthex.
- At back of Narthex, Crucifer and Torch Bearers turn and face Sanctuary until dismissed by Celebrant.

Priest's Crucifer and Torch Bearers
Regular Sunday In The Church
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- The Cross and Torches will be returned to wall brackets after 8:50 Service and to Silver Closet in Altar Guild Sacristy after 11:00 Service.

BOOK BEARER

REGULAR SUNDAYS IN THE CHURCH

OVERVIEW OF RESPONSIBILITIES

- Entering Procession.
- Gospel Procession.
- Retiring Procession.

SERVICE DETAILS & RESPONSIBILITIES

BEFORE SERVICE

- Check-in and vest 30 minutes before Service.
- Book Bearer will vest in black Cassocks and white Cotta overlays (except Easter & Christmas when vestment is a white Alb).
- After prayer, pick up Gospel Book from Credence Table behind Reredos.
- Proceed to Narthex hallway and wait for Entering Procession to begin.
- Line up after Banners and in front of two Servers.

ENTERING PROCESSION

- Following Procession, Book Bearer will proceed slowly down Nave holding the Gospel Book high above head.
- Proceed down aisle, through Chancel opening of Altar Rail and up Altar steps without stopping.
- Place Gospel Book upright on the Gospel end of Altar with cover facing the Congregation.
- With hands folded, Book Bearer will proceed down Gospel side Altar steps and wait behind Reredos.
- Book Bearer will process out Epistle side behind Priest Cross Team and Banners.

LESSONS

- Acolytes will sit for the Lessons.

GOSPEL PROCESSION at 11:00 am only

- At the beginning of Psalm, Processional Crucifer and Torch Bearers and Book Bearer proceed behind Reredos.

- At start of the Sequence Hymn, Verger, Processional Crucifer and Torch Bearers and Book Bearer will proceed from behind Reredos on Gospel side.
- Book Bearer will proceed up Altar side steps on Gospel side and pick up Gospel Book, putting a finger in marked passage.
- Gospel Book is held high above forehead as Book Bearer walks down front Altar steps at a pace that will place Book Bearer behind the Processional Crucifer and Torch Bearers as they turn to process down Nave.
- When Verger stops at center pilaster, Processional Crucifer and Torch Bearers will pass and turn and face Altar. Book Bearer will turn and face Altar directly in front of Processional Crucifer.
- Book Bearer will lowered Gospel Book to chest height and hold open so Priest can bless Gospel Book and read the Gospel.
- After reading, Gospel Book is closed and Book Bearer will step to same side aisle as Priest to let Processional Crucifer and Torch Bearers to pass by.
- After the reading, Crucifer steps between Torch Bearers and all follow Verger to behind the Reredos.
- The Book Bearer proceeds up front Altar steps and lays closed Gospel Book on the Gospel side of Altar.
- Book Bearer proceed to behind Reredos and wait for Processional Crucifer and Torch Bearers to line up on Gospel side.
- Exit from Epistle side, at the same time as Processional Crucifer and Torch Bearers, and proceed back to seat.

SERMON

- Acolytes will sit for the Sermon.

ASCRPTION

- Acolytes will stand, face the Altar and recite Creed. Acolytes cross themselves at "resurrection of the dead."

PRAYERS OF THE PEOPLE

- Acolytes will remain standing for the Prayers of the People.

CONFESSION OF SINS

- At the words, "Let us humbly confess our sins to Almighty God," Processional Crucifer will signal and all will proceed to rail in unison. Processional Crucifer will signal again for all to kneel in unison. Acolytes cross themselves at the blessing.

PEACE

- Acolytes will stand, greet each other, return to their seats and be seated.

OFFERTORY

- Acolytes will remain standing for the Offertory.

THE GREAT THANKSGIVING

- At start of Sanctus (the phrase "Holy, holy, holy"), Acolytes will bow heads.
- At start of phrase "Blessed is He... Hosanna in the Highest" Acolytes lift heads and cross themselves.
- At end of Sanctus, Crucifer signal to Acolytes to proceed to rail.
- Crucifer and Torch Bearers leave space to right at Altar Rail for Chalice Bearers.
- When Chalice Bearers in place, Crucifer will signal and Acolytes will kneel in unison.
- At start of phrase "On the night..." Acolytes will bow (profound bow) and hold profound bow until the phrase "Therefore we proclaim the mystery of faith:"

COMMUNION

- Acolytes kneeling while receiving Communion. After Communion, Acolytes stand, return to Sedilias, remain standing and sing hymns with Congregation.
- When Choir arrives at Altar Rail, Acolytes file behind the Reredos and line up for Retiring Procession.

RETIRING PROCESSION AND AFTER THE SERVICE

- At start of hymn, Book Bearer proceeds out Epistle side behind Priest Crucifer and Torch Bearers and Banners, holding Gospel Book high above head.
- Book Bearer proceed to front Altar Rail turning to face Altar, aligned with Banners, holding Gospel Book high above head.
- When Priests bow (or genuflect), Book Bearer turns left behind Banners
- Book Bearer will follow Banners down Nave, holding Gospel Book high above head, into Narthex.
- At back of Narthex, Book Bearer turns and face Sanctuary until dismissed by Celebrant.
- Gospel Book will be returned to Credence Table behind Reredos.

SERVERS

REGULAR SUNDAYS IN THE CHURCH

OVERVIEW OF RESPONSIBILITIES

- Sing hymn during Entering Procession.
- Sing hymn during Gospel Procession.
- Ablutions before communion.
- Assist as necessary during communion.
- Ablutions after communion.
- Sing hymn during Retiring Procession.

SERVICE DETAILS & RESPONSIBILITIES

BEFORE SERVICE

- Check-in and vest 30 minutes before Service.
- Servers will vest in black Cassocks and white Cotta overlays (except Feast Days when vestment is white Alb).
- After prayer, proceed to Narthex hallway with Hymnals and wait for Entering Procession to begin.

ENTERING PROCESSION

- Servers line up after Book Bearers at end of Procession before Priests.
- Servers will follow Book Bearer, walking side-by-side, down the Nave.
- At Chancel step, Servers step up, split and proceed to opposite sides of Altar Rail next to outside Chalice Bearers.
- Upon signal from Celebrant, Chalice Bearers and Servers will bow (or genuflect), then turn and proceed to seats.
- Gospel side Server will stop at first Sedilia and sit at end next to second Sedilia.
- Epistle side Server will stop at first Sedilia and sit at end next to second Sedilia.

LESSONS

- Acolytes will sit for the Lessons.

GOSPEL PROCESSION

- Acolytes will stand for the Gospel Procession and sing Gospel Hymn.

SERMON

- Acolytes will sit for the Sermon.

ASCRPTION

- Acolytes will stand, face the altar and recite the Creed. Acolytes cross themselves at “resurrection of the dead.”

PRAYERS OF THE PEOPLE

- Acolytes will remain standing for the Prayers of the People.

CONFESSION OF SINS

- At the words, "Let us humbly confess our sins to Almighty God," Processional Crucifer will signal and all will proceed to rail in unison. Processional Crucifer will signal again for all to kneel in unison. Acolytes cross themselves at the blessing.

PEACE

- Acolytes will stand and greet each other.
- After the Peace, Server will follow the Priest behind the Reredos.

OFFERTORY

- Server 1 will carry Water Cruet and Server 2 will carry Lavabo Bowl and Towel (on right arm).
- As instructed by Master of Acolytes, Server 1 and Server 2 will proceed to and stand at base of Altar steps on Gospel Side.
- Server 1 carrying the Water Cruet will proceed up side steps with Water Cruet (handle towards Priest) and hand to Priest or Deacon when they are ready. Priest or Deacon will take Water Cruet, pour water into Wine Cruet and return Water Cruet to Server 1. After Priest or Deacon hands back the Water Cruet, Server 1 returns to base of Altar steps.
- After Celebrant vests in Chasuble in Priest's Sacristy, the Celebrant will stop in front of Server 1 and Server 2 at base of Altar steps for Initial Ablutions.
- Server 1 will pour a small amount of water over Celebrant's hands into Lavabo Bowl held by Server 2. Celebrant will dry hands with Lavabo Towel.
- Server 1 and Server 2 will return Water Cruet and Lavabo Bowl and Towel to Credence Table behind Reredos.
- Servers, with hands folded, will proceed out Gospel side and stand in front of available seats next to Flag Bearers.

THE GREAT THANKSGIVING

Servers

Regular Sunday In The Church

September 25, 2013

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- At start of Sanctus (the phrase "Holy, holy, holy"), Acolytes will bow heads.
- At start of phrase "Blessed is He... Hosanna in the Highest" Acolytes lift heads and cross themselves.
- At end of Sanctus, Processional Crucifer signal to Acolytes to proceed to rail.
- Crucifer and Torch Bearers leave space to left at Altar Rail for Chalice Bearers.
- When Chalice Bearers in place, Processional Crucifer will signal and Acolytes will kneel in unison.
- At start of phrase "On the night" Acolytes will bow (profound bow) and hold profound bow until the phrase "Therefore we proclaim the mystery of faith:"

COMMUNION

- Acolytes kneeling while receiving Communion. After Communion, Servers stand and move to positions in front of cushions at side of Altar stairs.
- Servers will stand singing hymns with Congregation while waiting to be of assistance to Master of Ceremonies.
- When Choir arrives at Altar Rail, Servers will leave Altar and go to Credence Table behind Reredos.
- As instructed by Master of Acolytes, Server 1 will pick up Water Cruet and Server 2 will pick up Lavabo Bowl and Towel and proceed to Altar for Final Ablutions.
- After Ablutions, Servers will return Vessels to Credence Table behind Reredos and line up for Retiring Procession.
- Servers will line up in front of Chalice Bearers.

RETIRING PROCESSION AND AFTER THE SERVICE

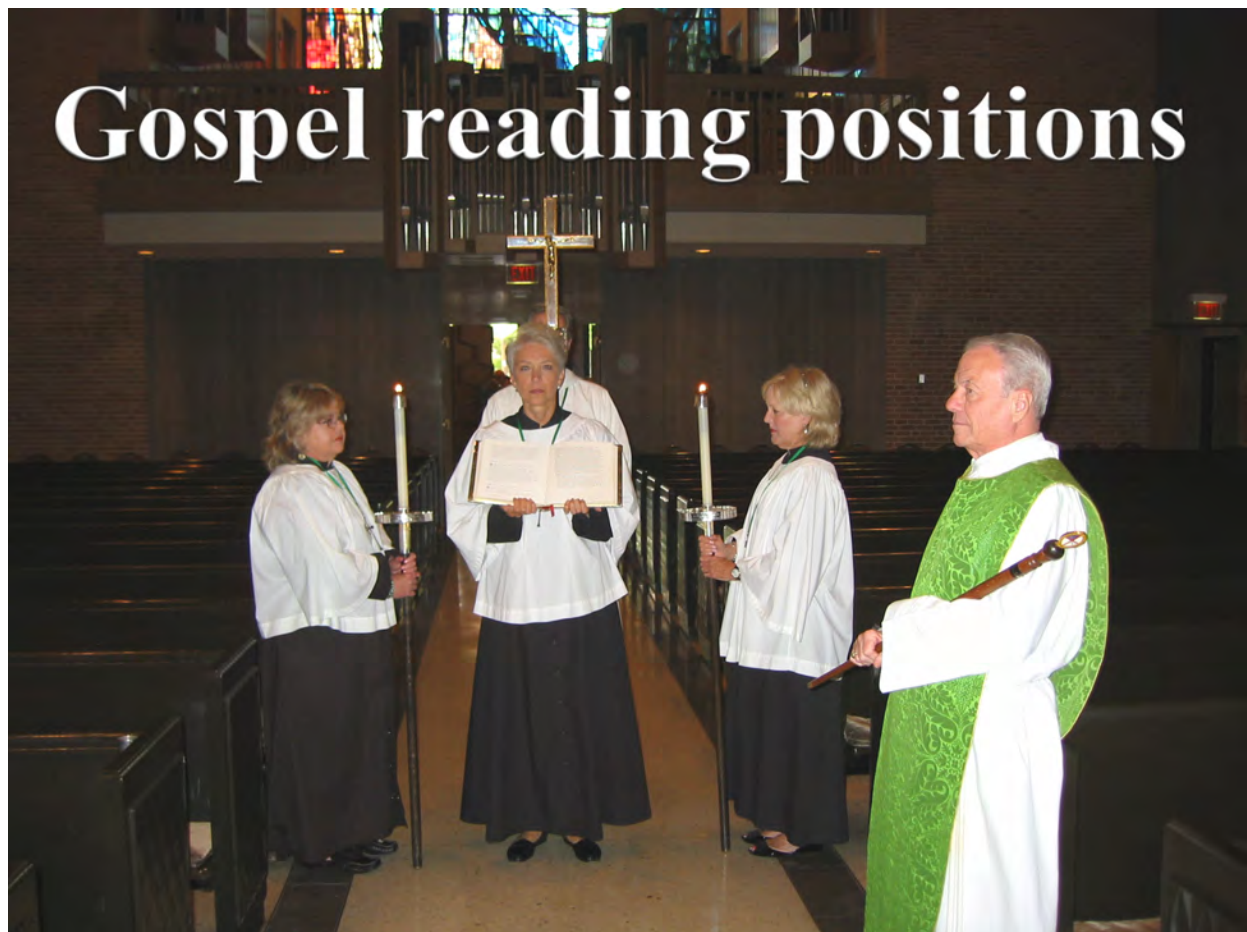
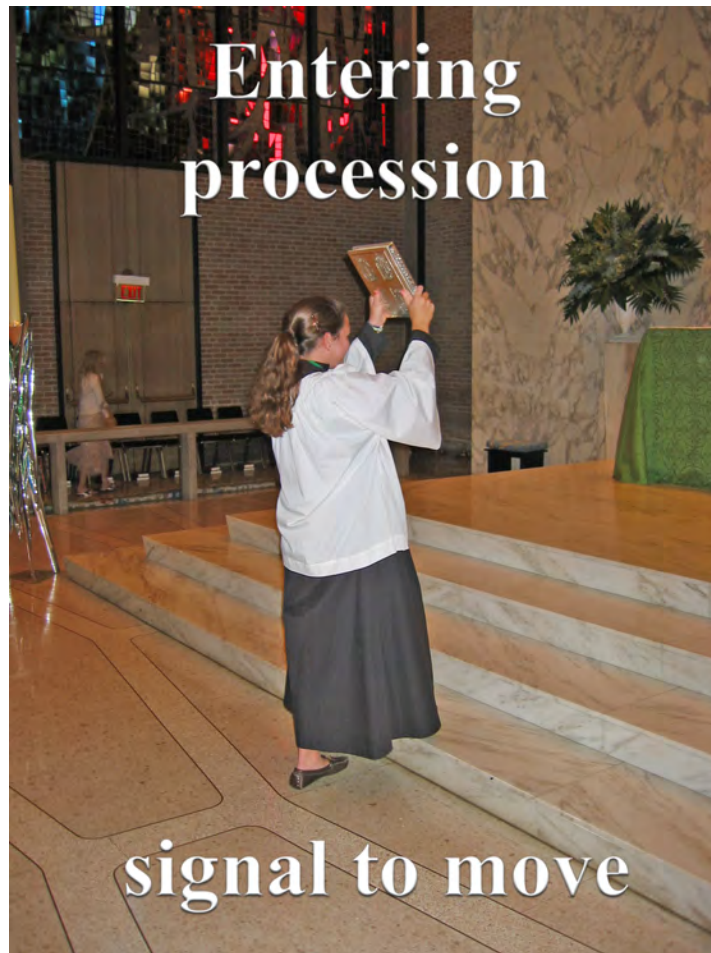
- At start of hymn, Server 1 will go out Gospel side, in front of Chalice Bearers, go inside Altar Rail, proceed to front Altar steps and stand next to Candle facing Altar.
- At start of hymn, Server 2 will go out Epistle side, in front of Chalice Bearers, go inside Altar Rail, proceed to front Altar steps and stand next to Candle facing Altar.
- Chalice Bears will stand immediately right (Gospel side) or left (Epistle side) of Server.
- Upon Celebrant's signal, Priests, Chalice Bearers and Servers will bow (or genuflect) and turn facing Congregation.
- After Master of Ceremonies and Chalice Bearers proceeded down Nave, Servers will turn and proceed to the center next to Priests.
- After Book Bearer has proceeded down Nave, Servers will proceed, side-by-side down Nave to Narthex ahead of Priests.
- At back of Narthex, Servers turn and face Sanctuary and continue to sing retiring hymn until dismissed by Celebrant.

AFTER THE SERVICE

- Servers will assist Priests in returning prayer books, Stoles, etc. to the Priest's Sacristy.







Gospel positions



After Gospel reading before procession



Nicene Creed bow during

“For us and our salvation” raise up
after “and was made man.” Cross
yourself at “resurrection of the dead”



Sanctus bow during

“Holy, Holy, Holy in the highest”
Raise up & cross yourself on
“Blessed is he”



Crucifer signal to kneel



Communion rail alignment - Gospel side



