

# Serving as an Acolyte



*Walk as Children of the  
Light  
Ephesians 5:8  
2010-2011*

 Paradise Valley  
United Methodist Church

4455 East Lincoln Drive • Paradise Valley, AZ 85253-4019  
(602) 840-8360 • Fax: (602) 840-8767 • pvumc.org

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at  
Paradise Valley  
United Methodist Church

Thank you for choosing to serve as an acolyte. You are an important part of our worship leadership team. If you have any questions during your time as an acolyte, please contact the Parent Acolyte Coordinator or one of the pastors.

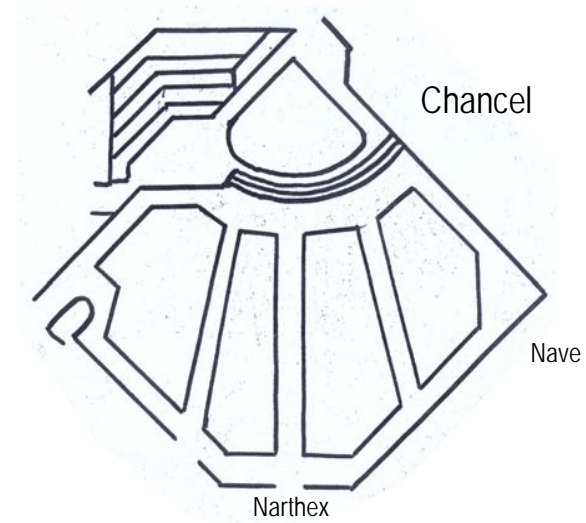
Kathy Combs            480-596-2667  
Parent Coordinator    email: [kfcombs@gmail.com](mailto:kfcombs@gmail.com)

Andrea Andress        602-840-8360x142 (Church Office)  
                                  email: [andrea@pvumc.org](mailto:andrea@pvumc.org)

Please keep this booklet in a place you will remember. Before your Sunday to acolyte, look over the instructions so you will remember what to do.

REMEMBER, if you cannot acolyte when you are scheduled, call and get a substitute. Otherwise, there is an empty spot in our worship. Help us worship together.

Rev. Andrea Andress  
Associate, Children and Family Ministries



## Our Church

**Altar** - In Old Testament - used for sacrifices  
In New Testament - the table we put communion elements on as we remember Jesus' sacrifice.

**Chancel** – Area where clergy and choir sit, sometimes referred to as the altar area.

**Communion Table** – Where the elements of communion are blessed. Takes place behind the altar.

**Lectern** – The podium where the Bible is placed and the scripture is read.

**Narthex** – The back of the sanctuary where people gather before and after services.

**Nave** – Where the congregation sits.

**Pulpit** – The podium where the minister may preach from.

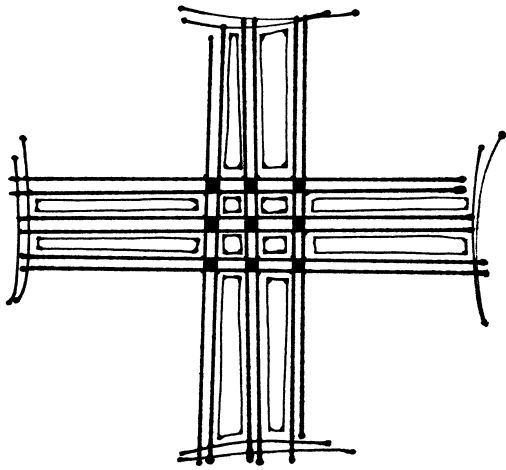
**Sacristy** - The room where the communion elements are stored.

**Sanctuary** – Can refer to the entire building or just to the inner part of the building.

## Special Services

Please call or email the parent coordinator to sign up for special services throughout the year. Occasionally we may not use acolytes for some of the Easter week offerings. Please check ahead. Special Services include:

- Christmas Eve  
We hold several services on December 24th. Please inquire with your Parent Coordinator.
- Ash Wednesday (Acolytes at evening service only)
- Maundy Thursday
- Good Friday  
Easter  
Clergy Ordination (3rd week in June, at a church in the Valley)



## ARRIVAL AND PREPARATION:

1. Check in with the Acolyte Coordinator or Pastor at the narthex. Be there at least 15 minutes before the worship service is scheduled to begin.
2. In the Acolyte closet, get your robe and color of belt that matches the altar cloth. Wear your cross.
3. **First acolyte to arrive checks the taper** to make sure the wick is long enough (at least 4 inches). If the wick is too short, replace it. You may ask an usher for help. Bring the taper to the narthex.
4. **9:30 a.m. Service Only** - Acolytes decide among themselves which one will receive the offering from the ushers.
5. Stand with the pastors in the narthex until it is time for the procession.

## PROCESSION/RECESSION:

1. Acolytes carry the light into the Sanctuary. A pastor or usher will tell you when to start.
  - a. **Hold** the lighted tapers upright so that they burn smoothly and do not drip wax.
2. **During the procession**, walk at a steady pace in time with the music.
3. **When you get to the chancel:**
  - Go behind the altar to light the candles.
  - Light the candles on the left side of the altar starting from highest and ending with the lowest -- Start at the top and slide down to the bottom.
  - Repeat on the right of the altar (highest to lowest). Extinguish the flame on the taper by pulling the wick in, **then push the wick back out and place it in the stand.**

4. **Take your place** with the pastors and reach for the bulletin and hymnal so you can join in the service.

*At 9:30: You may leave the service and go to FaithQuakes after the singing of the first hymn. Leave quietly out the back of the chancel area. If there is a baptism (usually the 3rd Sunday of the month) or communion (1st Sunday of the month), plan to stay for the entire service.*

*or*

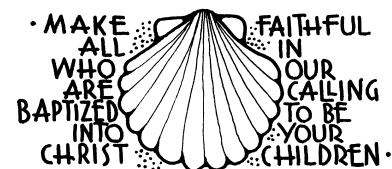
*At 11:00: There is communion every Sunday, so stay for the entire service.*

5. **When you stay for the entire worship service**, follow along in the bulletin and participate in singing, prayers, etc. Sit quietly during the sermon.
6. **Dress appropriately for worship.** Look neat. Wear shoes that will be easy to climb the stairs with and not be noisy. Do not wear flip flops or high heels.
7. **Helping with the Offering** (9:30 a.m. Only)  
During the Act of Thanksgiving, meet the ushers at the bottom step of the chancel. Take the offering plate and walk to the communion table. As the prayer is given, hold the plate up high in offering to God. Then place it quietly on the altar and return to your seat at the end of the prayer.
8. **At the end of the service** a pastor will signal when to leave.
  - a. The light-bearer lights the taper.  
DO NOT EXTINGUISH THE CANDLES.
  - b. Please put the tapers back in the holder in the narthex.

## *Helping with a Baptism*

*Baptism is the ritual whereby a person publicly welcomes the grace of God in their life.*

- One acolyte handles the pitcher of baptismal water, picking it up from the communion table and waiting behind the pastor.
- A second acolyte picks up the bowl.
- Wait until the associate pastor reads: "Pour out your Spirit on ..."
- Pour a small amount of water into the bowl.



## *Helping with Communion*

*We are all invited to Feast at God's Table. Acolytes assist us with serving of Communion by making sure all servers have the bread they need.*

- Go to the communion table with the servers for the prayer of consecration, and to receive communion first.
- After the servers go forward, wait by the communion table and keep an eye on the people serving bread. If they need more bread, take them a section of bread and place their remnant on the table.
- After the service, take the remaining bread outside and break it into small pieces for the birds and desert animals.
- Gluten free wafers will be kept on a small plate by the bread

