

All Saints' Church

Lakeland, FL

Acolyte

Manual

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Introduction

Welcome to the All Saints' Acolyte Ministry. This manual is written to be a resource for you whether you are a new acolyte or a seasoned acolyte. It covers your duties, explains the order of the service, the items used during the service and other valuable information.

Leadership in Liturgy

Liturgy is when the people of God gather together to experience, reflect on, and respond to the saving deeds of God within our cultures and tradition.

We all participate. There is no audience. Your role as an acolyte is to assist the congregation and clergy in the experience, reflection, and response to God. Acolytes assist in service progression as well as keeping the congregation focused on the liturgy.

You should stay focused on the liturgy and avoid drawing attention to yourself.

If you are not paying attention, stumble through your duties, have an uninterested attitude or poor posture you may distract the congregation and other ministers from prayer.

To succeed as an acolyte you also need to know your acolyte position and perform your duties in a quiet and reverent manner. On the following pages is a set of guidelines to help you succeed in the acolyte ministry.

Attitude

Acolytes are an important and visible part of prayer life at All Saints'. It is important for you to be thoughtful, attentive, resourceful, reverent and above all sincere in all you do.

Posture

Standing: Stand up straight. If you are holding something, hold it with reverence and strength. If you are not holding anything, clasp your hands in front of you.

Sitting: Sit up straight. Do not bounce your legs or tap your feet. Make sure your robe remains closed. Do not lean against anything.

Walking: Walk at a natural slow pace. Walk with grace and dignity, holding your head up and shoulders square, but relaxed.

Kneeling: Kneel straight, with your weight on your knees and balance with your legs and feet. Do not bounce and never sit on your heels.

Expression: Try to have a pleasant expression. Do not let your eyes wander all over the ceiling. The best way to have the appropriate facial expression is by being attentive.

Pay attention to the service. Never stare into space or cover your face in your hands. The more attention you pay to the service, the better you will perform your duties.

Expectations

Do's

- Be on time-arrive 30 minutes before the service.
- Participate
- Know your position-Ask for help from acolyte parent or verger if unsure.
- Check in with acolyte parent-acolytes are encouraged to check in before Sunday School and then attend class.
- Clean up after service. Put away vestments, cross, flag, banner, thurible, boat.

Don'ts

- Chew gum, eat candy, drink bottled water, etc...
- Slouch/Sway/Bounce your body or legs
- Lean on walls/furniture
- Use cell phone

Dress Code

Clothing: Avoid bulky clothing: Wear something neat and clean. No ripped or ratty edged jeans.

Shoes: Wear black or brown leather closed toe shoes. No athletic shoes.

Hair: Neat and clean. No extreme hair-dos at the altar.

Grooming: Make-up should be light and natural.

Jewelry: Keep it simple.

Scheduling

All acolytes will receive a schedule of services at regular intervals. The schedule is made up after talking to everyone to determine the most sensible schedule. Acolytes are scheduled based on availability as best we can. A list of acolytes (and their phone numbers) is also provided with the schedule. If there is a schedule problem or if plans change (things do come up), the assigned acolytes are responsible for finding a substitute and notifying the acolyte parent assigned to the service for that day.

Emergency?? Contact the acolyte parent for the service or acolyte warden as soon as possible.

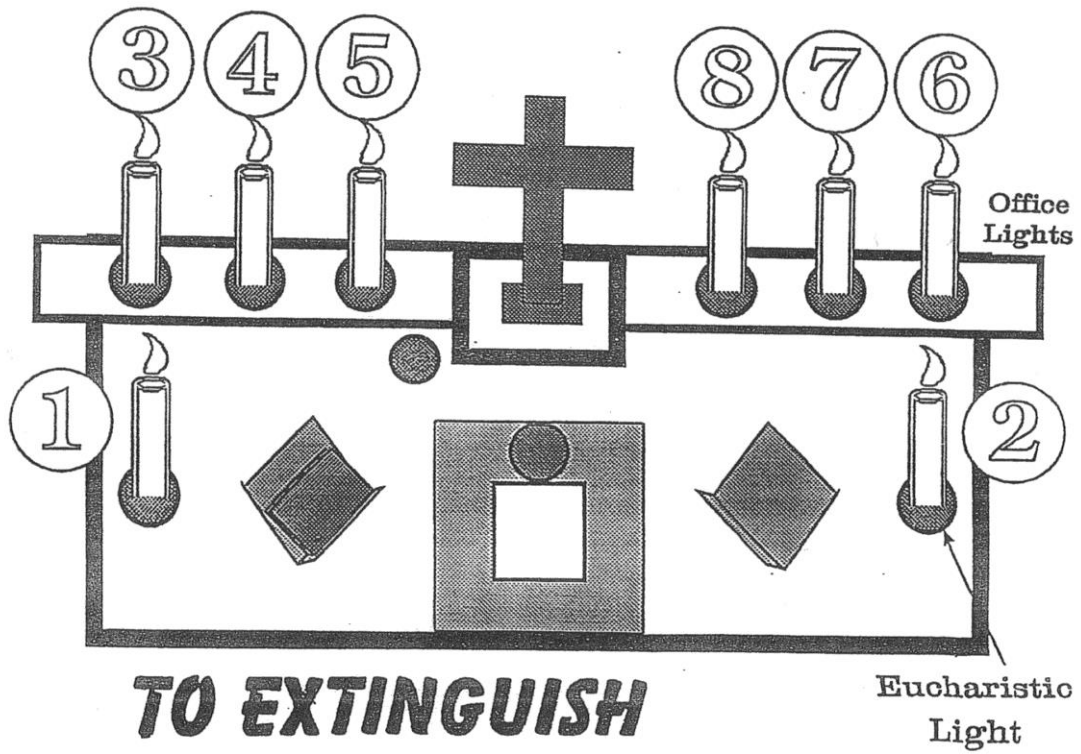
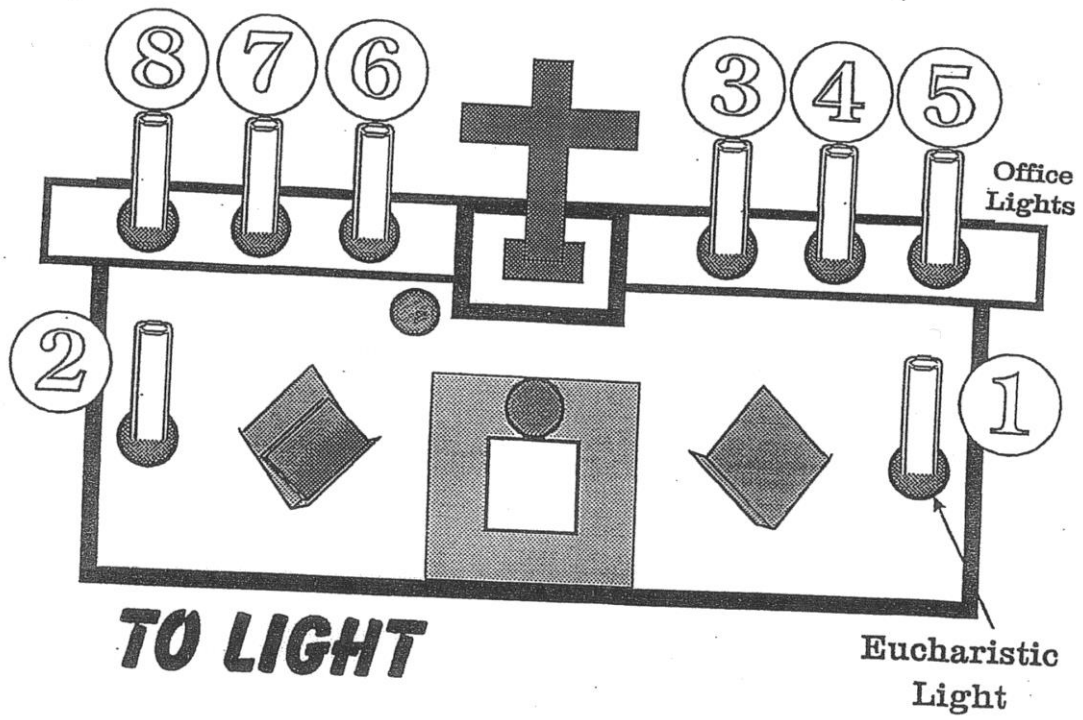
General Guidelines

- One who serves at the altar in any position must always keep in mind that the attention of the congregation is not to be on those serving but on the liturgy. Therefore, always move discreetly and quietly – and above all with reverence.
- There are two types of bows: the solemn and the simple.
 - The solemn or profound bow is used when reverencing the altar, and at other times as directed. Lower the head and shoulders so that if your hands were out in front of you, they would almost touch your knees.
 - The simple bow, at the name of Jesus and on other occasions of reverence, is made with the head, inclining the shoulders slightly.
- What do I do with my hands? Unless you are carrying something, your hands should always be folded and held above the waist. They should never hang down at your sides or hang folded below the waist. When sitting, either fold your hands in your lap or place them straight out on your knees with palms down. They are not meant to support your head!
- The Sign of the Cross (optional). The sign of the cross should always be made reverently and in a dignified manner. Remember, you are signing yourself with the Cross of Christ and this act of devotion should convey that meaning. With your right hand, fingers together, touch your forehead first, then your chest, then your left shoulder, and finally your right shoulder. Keep the hand motions unobtrusive. The use of the sign of the cross by those serving at the altar is determined by the custom of the parish and the direction of the priest. A good general rule is that when the celebrant makes the sign of the cross, you make the sign of the cross; when the celebrant doesn't, you don't.
- Responses. One of your responsibilities is to lead the people in prayers and responses. Therefore, make sure you know them, and say (or sing) them audibly and reverently; don't rush and don't lag behind! Keep the pace set by the celebrant or the congregation. Use prayer book and hymnal. If not holding an implement one should have a prayer book in hand as appropriate.
- Walking. Always walk slowly and with dignity when serving at the altar. Your movement should never appear rushed or hurried. But at the same time, stiffness must be avoided. Military steps, square corners, and quick turns are all out of place.
- What do I do with my eyes? When one is serving, eyes should always be focused on the action at the altar, on the reader, or on the preacher. It is very distracting to have a server staring into the congregation or at the ceiling. If you don't know where to look, the best thing is to keep your eyes lowered and look at the floor.

Candle Lighting Procedures

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.
- 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.
- 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 first and extinguished at the end of the service.
- Advent wreath candles are lighted before other candles and extinguished last. The number of wreath candles lighted corresponds to the week of Advent. The order of lighting them is middle blue, blue, rose and then blue.
- Use caution when carrying a candle lighter near the altar.
- Lighting Candles
 - Candles can be lighted by an individual or a team of acolytes. The procedures listed below are for two acolytes working together. 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:
 - Check that the taper in your candle lighter is long enough to do the job. If your taper is too short, please tell the acolyte parent or a verger.
 - Light your candle lighter using the matches in St. Mary's Chapel. Matches are kept close to the torches. Contact the altar guild person on duty to replenish.
 - The two acolytes enter from opposite sides of the chancel. The acolyte coming from the chapel will have a lit taper. As they meet in the center, the acolyte with the lit taper will light the taper of the other acolyte.
 - The two acolytes step up into the sanctuary area and reverence.
 - If present and not already burning the Paschal candle is lit.
 - The two Eucharistic pavement candles are lit.
 - The two acolytes proceed to the area behind the altar and light the remaining six candles beginning with the two office lights next to the cross and moving outward.
 - Move to the front of the altar, reverence then exit.
 - Extinguish the candle lighter and return it to the appropriate storage location.
 - Extinguishing Candles is done in reverse order of lighting. Hold the bell shaped snuffer over the candles until the flame goes out.



PROCESSIONAL PROTOCOL

Major Services

Processional and Recessional Orders for the 8:50am and 10:50am services are the same.

1st crucifers move into place towards the end of the Prelude; be ready at the beginning of the Processional hymn; lift and start moving at the start of singing.
This same procedure applies to the Recessional as well.

Everyone else follows at an even speed.

Keep it flowing, keep it reverent, keep it steady.

The order is:

**Verger
Thurifer / Boat
1st Crucifer
Torch / Torch
Flags
Banner
Choir
Bird**

**Verger #2
2nd Crucifer
Gospel Light / Gospel Light
Banner
Chalice Bearers
Subdeacon
Deacon
Clergy
Bishop's Chaplain
Bishop**

If there is a choir, then insert them between flags and 2nd crucifer.
If only one flag shows up or one torch, they walk down the center (not to the side) behind the 1st or 2nd crucifer. If there are no flags, the torches accompany the 1st crucifer for Processional and Recessional and go with the 2nd for the Gospel reading.

Acolyte Duties

Thurifer

Vestments: White alb and cincture, purple scapular, silver cross and white gloves.

Before the service:

1. Arrive early, vest, check thurible, boat and spoon.
2. Move rack and extra charcoal to the stairwell.
3. Fill boat with incense.
4. Light coals 15 minutes before service.

Managing coals:

1. Use tongs to hold charcoal over flame on stove to light.
2. Use three coals to start the service.
3. Add coals between Gospel reading and Eucharistic prayer starting.
4. Use caution! The thurible is hot. Use the chains to raise the lid.

Procession:

1. Add two scoops of incense just before the procession starts.
2. Follow the Verger.
3. Be a good coach for the boat. Keep him/her away from the hot thurible and on your left side.
4. Keep the thurible moving to move air over the coals.
5. After the verger stops at the crossing continue on to the altar rail and reverence. Exit the sanctuary through door to the chapel. Hang the thurible on the rack in the stairway.

Gospel Procession:

1. Add two scoops of incense just before the music starts.
2. As the music starts proceed to the chancel between the verger and the 2nd Crucifer. Face the altar until the subdeacon starts to turn around (singing starts).
3. Move to two pews beyond the second column in the nave. Verger will lead until he or she stops at the crossing.
4. Make your way back to the deacon or priest who is reading the Gospel (you must pass through the 2nd Crucifer and Gospel lights).
5. Raise the thurible to offer it to the Gospel reader. He or she will take it by the chain.
6. One the Gospel Book has been censed the thurible will be returned to you in the same manner that you handed it over.
7. While swinging the thurible gently, proceed to the sanctuary, reverence and exit via the chapel.

Eucharistic Prayer:

1. During the offertory move to area outside in the chapel just outside of the sanctuary. The coals should be hot and the boat nearby. Coordinate the timing of adding incense with the subdeacon or vergers present. The celebrant will expect you right after his hands are washed.
2. Once incense has been added step in the sanctuary to meet the celebrant. Transfer the thurible to the celebrant in the same manner as during the Gospel reading. The celebrant will cense the altar (walking around the altar) and return the thurible to you.
3. Proceed to front of the altar and face the altar. You will cense the altar party. Being slow and deliberate is key....Reverence, cense, reverence. Cense the altar party by waving the thurible to the center, left, right (like the sign of the cross).
4. Turn to the right, proceed to the center of the chancel. Face the lectern side, and cense the choir members in the same fashion as before....reverence, cense, reverence.
5. Turn around, cense the other side of the chancel choir....reverence, cense, reverence.
6. Proceed to the top step of the chancel facing the congregation. Again repeat the reverence, cense, reverence sequence. Rushing these steps diminishes the effect. Keep it slow and deliberate!
7. Proceed to the sanctuary, reverence the altar and exit to the chapel.

Recession:

1. After receiving communion check the coals. One additional coal may be needed.
2. Add two scoops of incense just prior to going out.
3. Line up between the vergers and the first crucifer.
4. Keep Boat to your left at all times.
5. Keep the thurible moving.

Clean up of the thurible:

1. Dispose of the hot coals outside. Use water to extinguish the coals and cool to them until they are cool to the touch.
2. Return the hanger, coals and boat to the acolyte room.
3. Hang the hot thurible on the hanger to allow it to cool.

After the service:

1. Return to acolyte vesting room.
2. Hang your vestments on hangers as you found them.
3. Straighten the acolyte vesting room.
4. Report any issues with vestments or equipment to the adult overseeing the service or one of the vergers.

Boat

Vestments: Red cassock, white cotta, white gloves.

Before the service:

1. Arrive early, vest, check boat and spoon.
2. Fill boat with incense.

Procession/Recession:

1. Add two scoops of incense just before the procession starts.
2. Follow the Thurifer on the left side. Avoid the swinging thurible.
3. Carry boat with both hands during the procession and recession.

Gospel Procession:

1. Add two scoops of incense just before the music starts.
2. Boat does not process with the Gospel.

Eucharistic Prayer:

1. Add two scoops of incense right before the priest's hands are washed.
2. Boat does not process at this time.

Other Notes:

1. The Boat should remain with the Thurifer throughout the service except at times mentioned above.

After the service:

1. Return to acolyte vesting room.
2. Hang your vestments on hangers as you found them.
3. Straighten the acolyte vesting room.
4. Report any issues with vestments or equipment to the adult overseeing the service or one of the vergers.

1st Crucifer

Vestments: White alb, cincture, gloves, blue scapular, blue ribbon with cross.

Before the service:

1. Arrive early and vest.
2. If the festival cross is to be used, then move it to the narthex.
3. Check Eucharistic prayer to be used and set the prayer book near the Sanctus bell.
4. Practice ringing Sanctus bell at correct volume (not to interfere with choir warm up).
5. Lead prayer in vesting room before acolytes go to the nave.

Procession/Recession:

1. Follow the vergers (or thurifers if present).
2. Check the cross before starting out. Make sure it is straight and facing the congregation correctly.
3. Keep eyes forward, cross high, straight and steady, right forearm level.
4. After the vergers stop at the crossing lead the procession through the chancel to the altar rail. Stop at the rail. If present wait for torches to come alongside. Turn left and place the cross in the holder.

Assist Deacon or Subdeacon in setting altar:

1. Always step to the second candle to interact with the deacon or subdeacon. Do not make him/her come to you.
2. As each implement is handed to the person setting the altar give them a simple bow.
3. Take chalice(s) from credence table to deacon (subdeacon).
4. Take wine to deacon (subdeacon), then water (caps should be removed).
5. Any implement that is placed on the left side of the altar is to be moved to the credence table.

Wash Celebrant's hands:

1. When the celebrant is ready proceed to the second candle with towel over the left arm, un-stoppered cruet of water in right hand and lavabo bowl in left hand.
2. Pour water carefully over the Celebrant's hand/fingers. Normally he will say, "thank you" or other acknowledgement that indicates enough washing.
3. Offer the towel over left forearm for drying celebrant's hands.
4. Return the towel, water and lavabo to the left side of the credence table. Cap the water cruet.

During Eucharistic prayer:

1. Kneel at the sanctus bell well before the, "Holy, Holy, Holy."
2. Use the hard side of the mallet.
3. The bell times are marked by a bell icon in the Acolyte's prayer book.
4. Strike the bell one inch from the bottom. Do not mute the bell with your hand. Allow it to diminish naturally.

At the conclusion of communion:

1. Wash the celebrant's hands and proceed directly to the other side of the chancel.
2. Once ready with cross and torches if present, go to the center of the altar rail. Once the altar party has revered the altar and turned around AND the singing has started you may turn and begin the procession. Often the altar party will indicate that they are ready for you to go.

After the service:

1. Return to acolyte vesting room.
2. Hang your vestments on hangers as you found them.
3. Straighten the acolyte vesting room.
4. Report any issues with vestments or equipment to the adult overseeing the service or one of the vergers.

2nd Crucifer

Vestments: White alb, cincture, red scapular, red ribbon cross, white gloves

Before the service:

1. Arrive early and vest.

Procession/Recession:

1. Follow choir (10:50) or chalice bearers (8:50).
2. Check the cross before starting out. Make sure it is straight and facing the congregation correctly.
3. Keep eyes forward, cross high and steady, right forearm level.
4. Lead/help Gospel lights.
5. Be ready for cue from verger at the crossing. At 10:50 a pause is normally needed to allow the choir to move to the chancel pews.
6. Allow gospel lights to come along side of you at the altar rail. After a brief pause turn right, place cross in holder behind the organ and proceed to the chapel. Sit in the first pew in the nave with flags and gospel lights.

Gospel procession:

1. Line up at beginning of second lesson.
2. Walk out when music starts. Do not wait for anyone to prompt you.
3. Raise cross when the subdeacon raises the Gospel book. Turn right.
4. Process to one pew past the second column in the nave. Pause to allow Gospel lights to catch up. Turn right and rest your cross.
5. If present, the Thurifer will need to pass between you and one of the Gospel lights.
6. Raise cross when the music starts. Start moving when the singing starts.
7. Secure cross and sit in first pew in front of the pulpit.

Offertory Procession:

1. Exchange peace with those around you.
2. Move to St. Mary's chapel to get cross and go to the narthex for offertory.
3. Make sure Gospel lights follow.
4. Process to the altar rail, turn right and secure the cross.
5. Sit in first pew in St. Mary's chapel.

Holy Communion:

1. Follow in The Book of Common Prayer.
2. Lead acolytes to altar rail when time to kneel.
3. Return to first pew (in front of the pulpit) while the congregation is served communion.
4. Move to St. Mary's chapel at the conclusion of Holy Communion. Prepare for recession.

Recession:

1. Be ready at the chapel door with Gospel Lights.
2. Once the choir (10:50) or Chalice Bearers (8:50) have left then proceed to the center and allow Gospel Lights to set.
3. Upon cue from the priest, raise the cross and turn right.

After the service:

1. Return to acolyte vesting room.
2. Hang your vestments on hangers as you found them.
3. Straighten the acolyte vesting room.
4. Report any issues with vestments or equipment to the adult overseeing the service or one of the vergers.

Flags and Banners

Vestments: Red cassock, white cotta, white gloves, green ribbon with cross.

Before the service:

1. Arrive early and vest.
2. Light candles 10 minutes before start of service.
 - a. Enter from opposite sides with taper from the chapel burning. Meet in the center and light the second taper. Step into the sanctuary, reverence and light the candles per the lighting instructions in this guide.
 - b. After all candles are lit, meet in front of the altar, reverence and then exit through the doorway from which you entered.
 - c. Return candle lighters to the appropriate storage location.

Procession (flags normally extinguish candles at the end of the service):

1. Flags process after the First Crucifer (or torches at major feasts). Banners are positioned per the processional order or as directed by the vergers.
2. Both flags are carried at a 45 degree angle.
3. American flag is on the right and held slightly higher than the church flag.
4. Once in the chancel the church flag stops and allows the American flag to cross in front exiting through the doorway on the lectern (left) side. The church flag then proceeds to the exit on the pulpit (right) side.
5. Put flags in the holders at the rear of the nave and sit in first pew until the peace is exchanged.

Offertory:

1. After exchanging peace with those around you move to St. Mary's chapel.
2. Sit in first pew during the anthem.
3. When the offering is brought forward:
 - a. One flag will retrieve the alms basin holder from the credence table, receive the alms basins, present them to the celebrant for blessing and then pass them to the stewards via the credence table door.
 - b. The other flag will step outside of the altar rail, move the center cushion into place and then step back inside the rail. Finally, close the rail and return to St. Mary's chapel joining the other acolytes.

Holy Communion:

1. Move to the altar rail at the time all are to kneel.
2. After receiving Holy Communion move to the chapel or opposite side to greet congregation as they exit. Stay near the stairs and be prepared to lend a helping hand to those that accept it.

Recession:

1. After the altar party had exited the sanctuary, enter from opposite sides, step into the sanctuary area, reverence and then extinguish per the guide in this manual.
2. After all candles are extinguished meet in front of the altar, reverence and exit through the door from which you entered.
3. Return the candle lighter to the storage location.

After the service:

1. Return to acolyte vesting room.
2. Hang your vestments on hangers as you found them.
3. Straighten the acolyte vesting room.
4. Report any issues with vestments or equipment to the adult overseeing the service or one of the vergers.

Torches and Gospel Lights

Vestments: Red cassock, white cotta, white gloves and yellow ribbon with cross.

Before the service:

1. Arrive early and vest.
2. Get torch/Gospel light from St. Mary's chapel.
3. Light the implement, leave one match in the lip of the torch in case flame goes out.

Procession/Recession:

1. Torches follow the first crucifer (major feasts) and Gospel lights follow the second crucifer.
2. Stay two steps behind the crucifer.
3. Keep in line with your peer, flanking the crucifer.
4. Remove any matches left in the lip of the torch after the service.

Gospel Procession/Offertory:

1. Stay with the crucifer to which you are assigned.

Other Notes:

1. Replace torches/Gospel Lights in the holders in St Mary's Chapel.
2. During the service you will be seated in the first pew of the nave unless involved in other duties.
 - a. After the procession go to the first pew in the nave.
 - b. Move to St Mary's Chapel at the start of the second lesson (Gospel Lights).
 - c. After Gospel procession return to the first pew in the nave.
 - d. After the exchange of peace move to St Mary's Chapel.
 - e. After "Holy, Holy, Holy" the congregation will kneel. You will move into the chancel and kneel at the altar rail for the rest of the Eucharistic Prayer.
 - f. After receiving communion return to the first pew in the nave.
 - g. Once the stewards have gone to the altar rail for communion you may move into St Mary's Chapel to prepare for the recession.

After the service:

1. Return to acolyte vesting room.
2. Hang your vestments on hangers as you found them.
3. Straighten the acolyte vesting room.
4. Report any issues with vestments or equipment to the adult overseeing the service or one of the vergers.

Adult Acolyte Leader

The Adult Acolyte Leader is generally a parent of one of the acolytes serving at a particular service. This parent volunteer oversees the acolytes before, during and after the service to insure that things go smoothly.

Specific Duties Include:

1. Communicate with each acolyte's family during the week to remind them that they are scheduled.
2. Find substitutes as needed when scheduling conflicts arise.
3. Communicate substitutions to the Communications Director and the Acolyte Wardens.
4. Notify the subdeacon if last minute shortages occur.
5. Arrive 30 minutes before the service.
6. Assist acolytes in getting vested.
7. Insure the candles are lit 20 minutes before the service.
8. Bring the acolytes together in the vesting room and 10 minutes before the service for prayer and then send them to the narthex.
9. On major feast days make sure the Thurifer has started coals 15 minutes before the start of service.

Other Notes:

1. In some cases 10:50 acolytes are needed to fill in on a last minute basis. When these situations occur it is desired that the Adult Acolyte Leader contact Kathy Hulin rather than going to or sending someone into Sunday school classes. This will allow us to address the need with the minimum disruption to the ongoing classes.

Glossary

Ablutions-The cleaning of the Eucharistic objects (e.g., chalice and paten) following communion.

Alb-A long, white garment that covers from the neck to the feet and is tied at the waist with a cincture. The alb is symbolic of innocence and reminds us of the robe Herod put on Christ.

Aumbry-A receptacle in the wall used to store consecrated bread and wine; it is identified by a burning sanctuary lamp.

Boat-A small container with a lid and spoon in which incense is kept before it is placed in the thurible.

Cassock-A long garment that covers from the neck to the feet with snaps or buttons down the front. It symbolizes the spirit of recollection and devotion. Red cassocks are often preferred because the color is symbolic of the blood shed by martyrs.

Celebrant-The priest officiating at or in charge of a Eucharist.

Chalice-A large, stemmed cup that holds the wine during communion.

Chancel-The area of the church in front of the nave.

Ciborium-A covered, stemmed vessel used to hold the communion bread.

Cincture-A long, white rope with knots in the ends that is tied around the waist; it is symbolic of the ropes that bound Christ at his trial and the whips at his scourging.

Cotta-A white garment that is worn over a cassock; it has full sleeves and reaches to the waist. The white color symbolizes innocence and purity of heart.

Credence Table-The small table, usually on the Epistle side of the altar, that holds vessels and items for the Eucharist.

Crucifer-The acolyte that carries the cross and leads the procession. He/she also assists the Celebrant in preparing for communion.

Cruet-A small, covered pitcher used to hold wine or water.

Dismissal-The words said at the end of the Eucharist.

Elements-The bread and wine used for Holy Communion.

Epistle Side-The right side of the altar when looking from the nave.

Eucharist-The service of Holy Communion.

Eucharistic Candles-Two candles on or near the altar. They symbolize Christ as the light of the world and Christ as man and God. In our church, these may also be called pavement candles because they are free standing near the altar in the main sanctuary. In St Mary's Chapel they are smaller candles placed directly on the altar.

Flagon-A large, covered pitcher used to hold wine or water.

Gospel Lights-Lighted candles mounted on poles for use in the liturgy. Gospel Lights are carried by acolytes and follow the Second Crucifer in the procession and Gospel procession.

Gospel Side-The left side of the altar when looking from the nave.

Lavabo Bowl-A small bowl used to wash the hands of the Celebrant.

Lavabo Towel-A small towel offered to the Celebrant when washing hands.

Lectern-A raised platform for reading prayers or scripture, usually located at the front of the nave opposite the pulpit.

Liturgy-Public worship services of the church. Specifically, the word means the work of the people.

Narthex-The entrance area to the church, inside the door and before the nave.

Nave-The large part of the church where the congregation sits.

Office Lights-Six candles located behind the altar.

Oblations-Offerings of bread and wine for the Holy Eucharist.

Offertory Plates-The large, brass plates used to collect the offering.

Paschal Candle-A large, white candle that burns during the 50 days of Easter, baptisms, and funerals. It symbolizes new light and the resurrection.

Paten-A small plate on to which the bread is placed for communion.

Purificator-A small, white cloth used to wipe the chalice.

Reverence the Altar-Stopping and bowing from the waist towards the altar and cross as a sign of reverence.

Sacristy Bell-The bell at the back of the nave, which is rung by the vergers to announce the beginning of the worship service.

Sacring or **Sanctus Bell**- Rung when the bread and the cup are elevated during the Eucharist.

Sacristy-The small room behind the altar where the liturgical objects and altar linens are kept.

Sanctuary-The area inside the communion rail surrounding the altar.

Taper-A long, white wick used in a candle lighter.

Thurible-The container in which incense is burned. It is handled by a Thurifer.

Torches-Lighted candles mounted on poles for use in the liturgy. Torches are carried by acolytes and follow the First Crucifer.

Torch Bearer-One of two acolytes who carry a torch and accompany the crucifer.

Vestment-Any of the garments worn by those participating in a liturgy.

Vesting Room-The room where the acolyte and crucifer robes are kept.