9:15 am
- Arrive at Christ Church
- Vest (put on albs, cinctures, & crosses)
- Check-in with Verger to confirm responsibilities
- Torchbearers immediately light candles on altar

9:25 am
- Crucifer/Table, Torchbearers, & Book/Plate in the Prevost Cloister in front of choir with Verger near big glass doors
- LEM Chalice Bearers behind the choir (adults in albs)

9:30 am - Service Begins

Opening Procession
People Involved: Everyone
- Organist begins playing hymn
- Procession walks down the center aisle of the church at the beginning of the first verse in line-up order
- Verger bows at altar and sits to left of altar
- Crucifer sets cross in holder to right of altar and sits by credence table
- Torchbearers set torches in stands in chancel, turn to face congregation, wait patiently for entire choir to pass them
- Book/Plate Acolyte bows in front of altar and sets Gospel Book on left side of altar with leather spine facing congregation, fancy side up, in line with edge of the altar
- Choir bows to altar and sits in chancel
- Torchbearers sit behind Verger
- LEMs bow at altar and sit on either side by acolytes
- Deacon bows at altar and sits next to credence table
- Priest bows at altar and sits by verger
- Celebrant bows at altar and sits by Deacon

Gospel Procession (happens right after the Readings)
People Involved: All Acolytes, Verger & Deacon
- Begin moving to get cross, torches & book when organist starts playing music
- All stand in place, facing altar
- Book/Plate holds Gospel Book in front of altar, center
- Torches stand on either side of Book/Plate
- Crucifer/Table stands at center of bottom stair
- Verger stands on floor at bottom of stairs, behind cross
- When choir starts to sing, Verger taps Crucifer, and everyone turns to face congregation
- Process 1/2 of the way down the Nave
- Verger, Crucifer, & Book/Table turn to face altar
- Torches stand facing each other on either side of the aisle with Book/Plate between them
- Deacon follows & proclaims Gospel while Book/Plate holds Gospel Book **sometimes the Gospel Book will be kissed while you hold it**
A Customary for Acolytes
Christ Church, Winnetka Fall 2014

- After reading, Everyone moves to the side so that Verger can lead procession back to the altar followed by Crucifer/Table, Torchbearers, Book/Plate, & Deacon
- Follow same procedure as first procession

**Prayers of the People (after sermon & confession)**

*People Involved: Verger, Crucifer/Table*
- Verger will give Crucifer/Table a sign or look
- Crucifer/Table exits quietly through door behind him/her to tell the classrooms in the basement that it’s almost time for the peace. Crucifer/Table returns quietly when done.

**The Holy Communion (after Peace & Announcements)**

*People Involved: Book/Plate, Crucifer/Table*
- Offertory Anthem begins (choir)
- Deacon moves to altar & unveils chalice
- Ushers bring ciborium and flagon to the altar
- **Book/Plate** gets alms basin with offering plates on it and waits at bottom of steps to right
- Ushers place ciborium and flagon on altar, **turn and receive offering plates from Book/Plate** and begin collection
- **Book/Plate** waits by pulpit holding alms basin or sits quietly until ushers return with offering plates
- Deacon pours wine into chalice, pours water into chalice and flagon, and opens altar book to starting page for Celebrant
- Ushers bring forward plates and sometimes a food basket—the food basket is set in front of the altar
- **Book/Plate** receives offering plates in alms basin, turns and holds basin in front of altar for **Celebrant** to bless, returns basin to table next to pulpit and returns to seat
- **Crucifer/Table** gets white napkin & places it over left arm, holds silver bowl in left hand & water ewer in right hand
- **Celebrant** turns to **Crucifer/Table Acolyte**, who pours a little water from ewer over Celebrant’s hands
- Celebrant dries hands on towel on arm
- **Crucifer/Table** returns napkin, bowl & ewer to credence table

**After Fraction Anthem... (when Host is broken by Celebrant)**

*People Involved: Crucifer/Table*
- Celebrant gives communion to self
- Celebrant gives communion to clergy and **Crucifer/Table**
- While Clergy communicate LEMs and worship leaders, **Crucifer/Table** carries chalices to altar, then patens
- **Crucifer/Table** sits
- Clergy and LEMs begin giving communion
- **Book/Plate & Torchbearers** get communion from nearest choir LEMs at end of choir line

**After Post-Communion Prayer (after choir finished 2nd anthem & we say a prayer)**

*People Involved: Everyone*
- When Organist begins playing, assemble as for Gospel Procession
- Walk to back of Nave, turn left to walk through Narthex, turn left to walk toward cloister
- End in front of Prevost Cloister and turn to face congregation