A Customary for Acolytes
The Cathedral of St. Philip
Fall 2013

Cathedral of St. Philip
2744 Peachtree Road
Atlanta, Georgia 30305
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A Customary for Acolytes

I. Introduction

The role of acolytes in the church are part of an old and honored tradition which can be traced back as early as the third century. Acolytes are servers at the altar and an integral part of the worship service. Indeed, the word acolyte comes from the Greek word *akolouthos* which translates to “attendant”. The primary duty of acolytes is to assist the clergy in the worship service.

No matter in what parish or church an acolyte serves, acolyte duties remain substantially the same and include: lighting and extinguishing candles, leading and participating in processions as crucifers, torchbearers or banner bearers, collecting alms basins, and assisting Priests and Deacons in preparation for the Eucharist. However, each church or parish may perform these tasks slightly differently due to the number and order of clergy in residence, the class and level of services provided, the preferences of the clergy, the traditions of the church and congregation and even the architecture and geometry of the church, chancel, sanctuary and altars.

II. Organization of this document

This document describes the duties of and procedures governing acolytes serving at the Cathedral of St. Philip. Indeed, for the reasons mentioned above, there are slight variations in the services in the main Cathedral depending on the time of day as well as differing procedures for services in the Mikell Chapel.

The first section of this document discusses overall acolyte guidelines and responsibilities.

The next five sections cover the specific duties and procedures for acolytes at the different services in both the main Cathedral and the Mikell Chapel.

- Holy Eucharist in the Main Cathedral at 8:45am and 11:15am
- Holy Eucharist in Mikell Chapel at 7:45am and 9:00am
- Evensong and Holy Eucharist in the Main Cathedral at 4:00pm
- Weddings
- Funerals

The last section of this document contains an Illustrated Glossary of terms in general use at the Cathedral of St. Philip and referenced in this document.
III. Acolyte Guidelines and Responsibilities

A. Acolyte Guidelines

1. Schedule
   • Be sure you have a copy of the current team schedule. It is available on the Cathedral website under “Worship”.
   • The Senior acolyte captain for each week should check with each week’s team captain as to who will serve at the 7:45 am service.

2. Looking Good!
   • Boys should wear slacks with dark socks and dress shoes or loafers (no running shoes, athletic shoes, sandals, shorts or jeans). Loafers are appropriate and black shoes are preferred.
   • Girls should wear appropriate shoes with skirts, dresses or slacks. (No flip-flops, spike heels, jeans or shorts). Black shoes are preferred.
   • Your wardrobe should not be distracting.
   • Hair should be neatly combed, regardless of length or style.
   • No chewing gum!!!
   • And no cell phones, iPhones, iPods, iTouch etc.!
   • Smiles are always welcome!

3. Arriving and Vesting
   • You must be vested and ready to serve 20 minutes before the service. Last minute arrivals and rushing around are disruptive to the worship experience.
   • Choose an alb of appropriate length and the proper color cincture representing your experience:
     o Burgundy Senior Captains
     o Blue Seniors and Chapel
     o Purple Juniors
     o White Novice
   • Your cincture should be on your left.
   • Retrieve the processional crosses and torches from the ambulatory and go to the Narthex to await the start of the service.

4. During the Service
   • If you are seated in the ambulatory, keep quiet and respect those who are involved in the worship service. Keep the conversation whispered.
   • When you are seated in the chancel, sit up straight with both feet on the floor.
   • Pay attention and participate in the service. Remember we are here to worship.

5. A Few Reminders
   • Horseplay just doesn’t work when serving - before, during or after the service.
   • At the conclusion of the service, hang up your alb and return your cincture to the storage shelves.
• Being an acolyte is serious business when serving - but have fun being with your friends and classmates before and after the service.

6. Last Thing

• You are very important to our worship experience and you are very much appreciated. Thank you for serving.

B. Team Captain Roles and Responsibilities

Team Captains will be assigned on a rotating basis as Team Captain of the Week when their team is scheduled to serve. This will provide opportunities for leadership and allow a distribution of duties so no one will be over committed.

The Team Captain of The Week has primary responsibility to supervise acolyte activities during the service. You are responsible for being certain each acolyte knows their role in the service and are qualified to perform in that role.

Serve as often as possible when your team is scheduled but you must serve when you are Captain of the Week or trade off with another Team Captain when you cannot be there.

Provide leadership by example. Be fully vested and ready to go 20 minutes before assigned services.

Report to the acolyte advisor at least 15 minutes before each service and let him know how many acolytes are there and ready to serve and ask if there are any special instructions.

Team Captains are responsible for training new acolytes and mentoring them through each position and responsibility.

Team Captains also assume the responsibility to be certain that each acolyte advances through the qualifications for each cincture color.

C. Senior Acolyte Captain Leadership Roles and Responsibilities

• Review the wedding calendar and assign an acolyte to serve at weddings when required.
• Attend the rehearsal for Easter services.
• Attend the rehearsal for Christmas services.
• Take responsibility for assigned teams.
• Train Team Captains in their responsibilities and oversee Team Captain activities.
• Be responsible for staffing all services, especially 7:45 am, when assigned as Senior Captain Of The Week.
• Assist in training new acolytes.
• Assist in in-service training of experienced acolytes.
• Meet twice a year with the Canon for Liturgy and acolyte advisor to provide input and suggestions and assist in establishing programs.
IV. **General Instructions and Procedures**

The following sections of this document detail the specific duties and activities of acolytes throughout the worship service. However, there are some general guidelines that apply to all of these activities.

In general, your activities should be quiet, measured and unobtrusive. A good acolyte should hardly be noticed. Move at an even and smooth pace. Never rush as this draws attention to you and can be a recipe for disaster resulting in dropping things or tripping.

**Vesting:** Youth acolytes should vest in a white alb with the appropriate color cincture. Adult acolytes should vest in a white alb with a white rope cincture.

**Sitting, Standing and Kneeling:** You should follow the clergy. When the clergy stands, you stand; when the clergy sits, you sit; when the clergy kneels, you kneel. When standing, stand up straight. When kneeling, kneel on your knees, don’t slouch.

**What to do with your hands:** Unless you are carrying something, your hands should be folded in front of you at or below the waist. (Figure 1).

**Bowing:** There are two types of bows: Solemn Bow and Simple Bow. The Solemn Bow is a sign of reverence. When reverencing the altar, bow from the waist (Solemn Bow). When you give something or take something from a priest, the priest will usually bow slightly meaning, “I have it, thank you” or “I’m finished, thank you”. You should respond with a slight bow meaning, “I understand, you are welcome”. **Important Rule:** **Never bow when you are carrying a candle or a cross.**

**Carrying Crosses:** Crosses should always be carried with dignity, upright and straight. Hold it firmly with two hands in the middle of the pole. (Figure 2) A military reverse forearm position is not appropriate.

**Carrying Torches:** Torches should likewise be carried with dignity, upright and straight. In order to line up the torches, one acolyte (either one) positions the cup of the torch (\_/) (at his/her eye level) and other acolyte matches the height. The exact position is less important than the fact that both torches should always be carried at the same height. (Figure 2)
V. Holy Eucharist in the Main Cathedral – 8:45 am & 11:15 am

Unless specifically indicated, duties and procedures for the 8:45am service and the 11:15am service are the same.

A. Nomenclature

The layout of the Main Cathedral is shown in Figure 3. The Narthex is where the choir, acolytes, and clergy assemble before the procession. The Nave is the main area where the congregation sits. The Chancel is the raised area in front of the Nave where the clergy, vergers and acolytes sit. It includes the Pulpit and Lectern. The Sanctuary is the area enclosed by the communion rail containing the altar and credence tables.

Due to the geometry of the Cathedral, the left side of the church, when facing the altar from the Nave is called the “Peachtree” side because that is the side that Peachtree Street is on. The opposite side, right when facing the altar from the Nave is called the “Andrews” side because Andrews Drive is on that side.

At St. Philip, the two primary acolytes serving at the altar during the Eucharist are called the Junior acolyte and the Senior acolyte. The Junior acolyte is always on the Peachtree side and the Senior acolyte is always on the Andrews side.

Similarly, there are two credence tables behind the altar named the same way: Peachtree on the Junior side and Andrews on the Senior side.
Figure 3 - Cathedral Layout
B. Lighting the Candles

After vesting, the first order of business for the acolytes should be lighting the candles. Candles should be lit 15 minutes before the service begins. The candle lighters are in the cabinet in the ambulatory behind the choir. Before lighting the tapers, make sure that there is sufficient wick showing and then bend the wick slightly. This will make it easier to light the candles. (See Figure 4) Light the tapers in the ambulatory.

EXCEPTION: During the Fifty Days of Easter, the tapers are lit from the Pascal Candle. (It is only necessary to light one taper from the Pascal Candle; the other taper can be lit from the first taper). The Pascal Candle is near the Pulpit and should stay lit.

There are four candles in the Sanctuary. The two individual candles behind the altar are the Office candles. The two individual candles on the altar are the Eucharistic candles. When facing the altar from the nave, the Epistle candle is on the right and the Gospel candle is on the left. By tradition, the Gospel candle is never left lit alone. That is why there is a specific order for lighting and extinguishing the candles.

The order and manner of lighting the candles will depend upon whether there are one or two acolytes present.

One (1) acolyte lighting candles: (See Figure 5).

- Enter the Sanctuary from the Andrews side.
- Do not go to the center of the altar.
- Light candle 1 from the floor. (See Figure 6)
- Cross over, reverencing the altar briefly at the center.
- Light candle 2 from the floor.
- Cross back, reverencing the altar briefly at the center.
- Light candle 3 from the floor. (See Figure 7)
- Cross over, reverencing the altar briefly at the center.
- Light candle 4 from the floor.
- Return to the center of the altar, reverence briefly and exit Peachtree side.
- Put away the lighters in the lighter cabinet in the ambulatory behind the choir.
Two (2) Acolytes lighting candles: (See Figure 8).

- When using 2 acolytes to light the candles, acolytes should enter the Sanctuary from opposite sides.
- Do not go to the center of the altar but light candles 1 & 2 from the floor. (Figure 9).
- Then move to the front of the altar and light candles 3 & 4 from the floor. (Figure 10).
- Both acolytes move to the center of the altar, reverence and then exit their respective sides.
- Put away the lighters in the lighter cabinet in the ambulatory behind the choir.
C. Crosses, Torches and Banners

St. Philip’s Cathedral has a number of different crosses, torches and banners that are used throughout the church year. The following paragraphs identify the different items and when they are used.

1. Crosses

The first two crosses are located in the cabinet on the outer wall of the ambulatory behind the choir.

Florentine Cross: This is the main cross used in Cathedral services and can be used in any procession. You will note that it is the same on both sides so either side can face forward. (Figure 11).

Polished Brass Cross: This is usually the second cross carried in Cathedral services. It may also be used for the Gospel procession, Children’s procession (at the 8:45am service) and Offertory procession. (Figure 12).

Mikell Cross: This cross is usually racked in the Mikell Chapel and is used primarily for services in the Chapel. (Figure 13).

2. Torches

Torches should be selected to match the respective crosses. The torches are stored in the closet in the ambulatory behind the choir. (See Figure 3).

3. Banners

There are four primary banners that are carried in procession for various services. Each of these is described below.

“Stacy” Banner: “This is God's House, A House of Prayer for All People”. This banner was made by Meridith Stacy and given as a gift to the parish. (Figure 14).
**Baptismal Banner:** Used in Services of Baptism. (Figure 15).

**St. Philip’s Banner:** Used when directed by the head verger. (Figure 16).

**Diocesan Banner:** The Bishop’s Banner. Used when the Bishop is present. (Figure 17).

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**D. Opening Procession**

Acolytes should retrieve the crosses, torches and banners and take them to the Narthex at least 10 minutes before the service starts. Acolytes should always use the undercroft – they should not use the church aisles when the congregation is present.

The following diagrams show the different processions:

- Procession when the Dean is the Preacher
- Procession when the Dean is the Celebrant
- Procession when the Bishop is the Celebrant
- Baptismal Procession
### 1. 1st Crucifer and Torchbearers
- Take up positions at the doors to the Nave and follow the verger when he/she starts down the aisle.
• If a thurifer is present, follow the thurifer. Be sure and allow sufficient distance between you and the thurifer to allow for the swinging of the thurible.
• Climb the Chancel steps and stop at the altar rail facing the altar. Wait!
• When the 2nd crucifer arrives at the altar, he/she will say “BREAK”.
• Turn left and exit to the Peachtree ambulatory.
• Rack the cross and torches. Remain in the ambulatory.

2. Banner Bearers (if used)

Stacy Banner: Follow directly behind the lead crucifer/torches. Turn right at the Chancel steps and place the banner in the stand on the nave floor near the pulpit. Exit to the ambulatory through the Andrew side doors.

Baptismal Banner: Follow directly behind the verger who is leading the baptismal party. Turn left at the Chancel steps and place the banner in the stand on the nave floor near the lectern. Exit to the ambulatory through the Peachtree side doors.

St. Philip’s Banner: Follow directly behind the second crucifer/torches or immediately follow the verger who is leading the Dean. (Always check with the head verger for his/her preference of the day.) Climb the Chancel steps, do not stop at the altar, turn right and place the banner in the stand beside the Dean’s chair. (Figure 18) Exit to the Andrews ambulatory.

Diocesan Banner: Follow directly behind the verger who is leading the Eucharistic Party when the Bishop is Present. Climb the Chancel steps, do not stop at the altar, turn left and place the banner in the stand beside the Bishop’s cathedra. (Figure 19) Exit to the Peachtree ambulatory.

3. 2nd Crucifer and Torchbearers

• Follow the verger leading the ministers.
• Climb the Chancel steps.
• When you get to the altar, pause briefly and (2nd crucifer) will say “BREAK”.
• Turn right and exit to the Andrews ambulatory.
• Wait in the ambulatory for the Gospel procession.
4. **Torchbearers for the Deacon of the Word (if used)**

The Deacon of the Word is the next to the last person in the procession. The Deacon of the Word precedes the Celebrant. If there are a sufficient number of acolytes two Torchbearers should flank the Deacon of the Book in the procession.

- Process at each side of the Deacon of the Word.
- Upon reaching the Chancel, the Deacon of the Word will enter the Sanctuary and place the Bible on the Altar
- The Torchbearers will pause briefly at the entrance to the Sanctuary and then turn left and proceed to the Peachtree ambulatory

5. **Standard Processions**

The order for processions depend upon how many acolytes are present. The following table describes acolyte positions depending upon the number of acolytes present:

<table>
<thead>
<tr>
<th>Number of Acolytes</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1)</td>
<td>Lead Cross</td>
</tr>
<tr>
<td>Two (2)</td>
<td>Two Crosses</td>
</tr>
<tr>
<td>Three (3)</td>
<td>Lead Cross &amp; Two Torches</td>
</tr>
<tr>
<td>Four (4)</td>
<td>Lead Cross &amp; Two Torches, Second Cross</td>
</tr>
<tr>
<td>Five (5)</td>
<td>Lead Cross &amp; Two Torches, Banner, Second Cross</td>
</tr>
<tr>
<td>Six (6)</td>
<td>Lead Cross &amp; Two Torches, Second Cross &amp; Two Torches</td>
</tr>
<tr>
<td>Seven (7)</td>
<td>Lead Cross &amp; Two Torches, Banner, Second Cross &amp; Two Torches</td>
</tr>
<tr>
<td>Eight (8)</td>
<td>Lead Cross &amp; Two Torches, Second Cross &amp; Two Torches, Two Torches with the Deacon of the Book</td>
</tr>
</tbody>
</table>

E. **Children’s Summer Chapel Procession (8:45 am Cathedral ONLY during summer)**

During the summer months and at other times as directed by the head verger, Sunday School children will follow a crucifer out of the Cathedral proper to go to the children’s chapel. On such occasions, immediately preceding the sequence hymn (Gospel procession hymn), the celebrant will invite children to follow the cross to the children's chapel.
At the first notes of the sequence hymn, the crucifer will exit the Peachtree ambulatory via the ambulatory door and proceed up the main aisle. There are usually only two verses of the sequence hymn before the Gospel procession begins, so the crucifer needs to move promptly to the center aisle.

- Pause when reaching the center aisle to be certain that the children are following.
- The crucifer will move very slowly up the center aisle.
- Upon entering the Narthex, the crucifer will step aside and the children’s chapel volunteers will escort the children to chapel.
- The crucifer will return to the ambulatory via the undercroft.

**F. Gospel Procession and Gospel Reading**

- Crucifer, two torchbearers and the book bearer assemble in the Andrews ambulatory.
- The Gospel procession will follow the verger.
- Proceed to the altar rail and pause (no turning). (Figure 20)
- The crucifer will say "BREAK".
- Turn left and follow the verger. (Figure 21)
- The verger will stop near the 2nd large post and move to the left.
- The crucifer continues four (4) paces and turns around facing the Deacon.
- The torchbearers continue two (2) paces, split and turn inward to face each other (don't lower the torches).
- The book bearer continues two (2) paces and takes a position between the two torchbearers, turning around and facing the Deacon.

At the conclusion of the Gospel Reading:

- The Deacon will move to the Peachtree side of the aisle.
• The book bearer will move to the Andrews side of the aisle (opposite the Deacon).
• The crucifer, torchbearers and book bearer will follow the verger back to the altar.
• At the communion rail, the crucifer, torchbearers and book bearer will pause.
• The crucifer will say "BREAK".
• The crucifer, torchbearers and book bearer will turn left and exit to the Peachtree ambulatory and rack the cross and torches.
• All acolytes will remain in the ambulatory for the sermon.

The configuration of the Gospel Reading will depend upon the number of acolytes participating in the Gospel procession. The four figures below illustrate the Gospel Reading when there are four, three, two, and only one acolyte in the Gospel procession. The verger, who is not shown here, will be just off to the right side of the figures.

<table>
<thead>
<tr>
<th>Number of Acolytes</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four (4)</td>
<td>Cross, 2 torchbearers, book holder (Figure 22)</td>
</tr>
<tr>
<td>Three (3)</td>
<td>2 torchbearers, book holder   (Figure 23)</td>
</tr>
<tr>
<td>Two (2)</td>
<td>2 torchbearers                (Figure 24)</td>
</tr>
<tr>
<td>One (1)</td>
<td>Book holder                   (Figure 25)</td>
</tr>
</tbody>
</table>

Figure 22 - Gospel Reading with 4 Acolytes
Figure 23 - Gospel Reading with 3 Acolytes
Figure 24 - Gospel Reading with 2 Acolytes
Figure 25 - Gospel Reading with 1 Acolyte
At the conclusion of the sermon, the junior and senior acolytes should take a seat in the chancel if seats are vacant. If seats are not vacant, then they should stand to the side of the entrance to chancel (next to the arch). Acolytes must not sit in either the Bishop’s cathedra or in the Dean’s chair.

**G. At the Peace**

The Offertory crucifer and torchbearers will proceed via the undercroft to the Narthex for the offertory procession.

The junior & senior acolytes WAIT for the Deacon of the Table to move to the altar. He/she will take the missal from the Andrews credence to the altar. At that time, both senior and junior acolytes can enter the Sanctuary. (Don’t precede the Deacon!)

1. **Junior Acolyte**

   The junior acolyte should now prepare for the lavabo at the credence. (Figure 26).

   - Place the lavabo towel over the left arm.
   - Hold the lavabo bowl in the left hand
   - Hold the opened water cruet (by the handle) in the right hand. Hold the lid open.
   - Turn towards the celebrant and WAIT. (Figure 27)
   - When the celebrant comes forward, pour water over the celebrant's fingers. (Figure 28)
   - Turn slightly to the right to present the lavabo towel.
   - The Celebrant will bow when he/she is finished.
   - Bow in response and return the lavabo bowl, water and towel to the credence.
   - Stand in front of credence next to the communion rail facing the congregation.

![Figure 26 - Junior Credence with Water, Lavabo Bowl & Towel](image)

![Figure 27 - Waiting for the Celebrant](image)

![Figure 28 - Performing the Lavabo](image)
1. **Senior Acolyte**

- The stacked chalice will be veiled on the Andrews credence. (Figure 29)
- Remove the veil and then pick up the stacked chalice from the credence (hand on top so it doesn't come apart) and hand it to the Deacon of the Table. (Figure 30). The Deacon will take the chalice and bow slightly. Bow in response.
- Hand the small cruet of water to the Deacon with the handle toward the Deacon. (Figure 31)
- Stand in front of the credence next to the communion rail facing the congregation with the Deacon of the Table on your right.

**NOTE:** When the Dean is the celebrant, the senior acolyte must do the lavabo immediately after delivering the water cruet to the Deacon of the Table.

- Place the lavabo towel over the left arm.
- Hold the lavabo bowl in the left hand
- Hold the opened water cruet (by the handle) in the right hand (lid open).
  - Turn towards the Dean and go to the Dean’s chair when the Dean stands.
  - Pour water over the Dean’s fingers.
  - Turn slightly to present the towel.
  - The Dean will bow when he/she is finished.
  - Bow in response and return the bowl, water and towel to the credence.
- Stand in front of the credence next to the communion rail facing the congregation with the Deacon of the Table on your right.
**H. Offertory Hymn**

The offertory crucifer and torches lead the offertory procession following the verger.

- Up the Chancel steps.
- At the altar rail, the crucifer says "BREAK".
- Turn left and exit to the Peachtree ambulatory.
- Rack crosses and torches.

At the first note of the offertory hymn, the senior & junior acolytes move to the rail to receive the alms. (Figure 32)

- Receive the alms from the ushers.
- Turn towards the center.
- Put alms the alms basins on the front corner of the altar. (Figure 33)
- Return to the credence and stand next to the communion rail to allow clergy to pass.

1. **Junior Acolyte**

   When the Bishop is present, his Mitre will be on the left side of the altar. There should be space to place the alms basins to the left of his Mitre – if not, place them to the right of the Mitre. DO NOT MOVE the Mitre.

2. **Senior Acolyte**

   The Deacon of the Table will return the water cruet to you. Place it on the credence.

   - When the celebrant moves to the center of altar, both acolytes should move to the side of the altar, facing each other. (See Figure 34)
I. Fraction Anthem (Pascha Nostrum Angnus Dei or other anthem following the Breaking of The Bread)

At the first note of the Fraction Anthem:

1. Junior Acolyte
   - Return to the credence and hand the five (5) chalices (two at a time) to the Deacon. (Figure 35). Move quickly without rushing.
   - Hand five (5) purificators to the Deacon. If the Deacon does not come back for them, just put them on the corner of the altar next to the chalices.
   - Return to the side of the altar facing the senior acolyte.

2. Senior acolyte
   - Return to the credence and hand four (4) patens to the Priest. (Figure 36)
   - Return to the side of the altar facing the junior acolyte.

J. Invitation to Communion

- At the conclusion of the Invitation, collect the alms basins from the altar and take them to the ushers waiting in each ambulatory.
- The Chancel party (LCBs and Clergy) will enter the Sanctuary. Close the altar rail gate and take your place at the end of the line to receive communion.
- Receive communion, then FOLLOW the floor communion servers down the side chancel stairs. The verger will hold back the congregation to let you pass.

   Order:  
   1 - Clergy with paten  
   2 - Chalice bearer  
   3 – Acolyte

- Take up your station between and behind the Clergy with paten and the Chalice bearer. (See Figure 37)
- Fold your hands and don't stare at the communicants.
K. During Communion (At Floor Stations)

The Junior and Senior acolytes are at the floor stations to assist the communion servers if needed and requested.

1. **If the Clergyperson asks for more bread:**
   - Go up the side chancel steps to the center of the altar and inform the altar server that you need more bread.
   - Take the bread (in the ciborium or on a paten) to the Clergyperson.
   - Return the ciborium or paten to the altar server and return to your floor station.

2. **If the Chalice bearer asks for more wine:**
   - Go up the side chancel steps to the center of the altar and inform the altar server that you need more wine.
   - Take the flagon of wine to the Chalice bearer.
   - Return the flagon to the altar server and return to your floor station.

3. **If the Chalice bearer indicates that a wafer has fallen into the wine:**
   - Go up the side chancel steps to the center of the altar and inform the altar server that you need a spoon and purificator.
   - Take the spoon and purificator to the Chalice bearer.
   - Return the spoon and purificator to the altar server and return to your floor station.

At the conclusion of Communion (at floor stations) the Clergyperson will indicate when to leave the floor. FOLLOW the Chalice bearer up the side chancel steps. Walk outside the rail, open the altar rail gate and remove the cushion. Retire to the ambulatory.

L. Retiring Procession

- Collect crosses and light torches.
- Upon signal from verger, 2nd crucifer and torchbearers enter from the Andrews side (torch, cross, torch) and, 1st crucifer and torchbearers enter from the Peachtree side (torch, cross, torch)
- At the signal "BREAK" from the 1st crucifer:
  - 2nd crucifer & torchbearers turn right and face the altar in front of the altar rail.
  - 1st crucifer & torchbearers turn right and face congregation.
- At the verger's signal, the 1st crucifer and torchbearers start down the chancel steps and follow the verger.
  - EXCEPTION: If there is a Thurifer, follow the Thurifer.
- After the choir has exited the chancel, a verger will signal "BREAK" to the 2nd crucifer and torchbearers still waiting at the altar rail.
- The 2nd crucifer and torchbearers turn LEFT and follow the verger.
EXCEPTION: During a Baptism service the 2nd crucifer and torchbearers will be delayed by the Verger in order to allow the baptismal parties to process out before the 2nd crucifer and torchbearers.

1. Banner bearers (if used)

The acolytes carrying the banners should retrieve them and stand in place until the appropriate time for them to enter the procession.

In reality, it is difficult to retrieve the St. Philip’s and Diocesan banners after the retiring procession has started so they should retrieve them immediately after the blessing (or dismissal if the Bishop is there and the dismissal is announced in the chancel before the processional hymn).

Stacy Banner: Follow directly behind the lead crucifer/torches.

Baptismal Banner: Follow directly behind the verger who is leading the baptismal party.

St. Philip’s Banner: Follow directly behind the second crucifer/torches or immediately following the verger who is leading the Dean. Always check with the head verger for his/her preference of the day for this banner.

Diocesan Banner: Follow directly behind the verger who is leading the Eucharistic Party when the Bishop is Present.

2. Deacon of the Book Torchbearers (if used)

- The Deacon of the Book torchbearers should wait in the Peachtree ambulatory until the choir has left the choir loft.
- The torchbearers should move to the entrance of the chancel and wait for the LCBs and the assisting clergy to enter the procession.
- The torchbearers should then move to the Sanctuary gates (one on each side) and wait for the Deacon to exit the Sanctuary.
- The torchbearers should process out with the Deacon, one on each side.

M. Conclusion of Service

Return crosses and torches to their cabinets

Extinguish the candles. The order and manner of extinguishing the candles will depend upon whether there are one or two acolytes present.

One (1) acolyte extinguishing candles: (See Figure 38)

- Enter the Sanctuary from the Peachtree side.
- Do not go to the center of the altar.
• Extinguish candle 1 from the floor.
• Cross over, reverencing the altar briefly at the center.
• Extinguish candle 2 from the floor.
• Cross back, reverencing the altar briefly at the center.
• Extinguish candle 3 from the floor.
• Cross over, reverencing the altar briefly at the center.
• Extinguish candle 4 from the floor.
• Return to the center of the altar, reverence briefly and exit Peachtree side.
• Put away the snuffer in the cabinet in the ambulatory behind the choir.

Two (2) acolytes extinguishing candles: (Figure 39)

• When using 2 acolytes to extinguish the candles, acolytes should enter the Sanctuary from opposite sides.
• Do not go to the center of the altar but extinguish candles 1 from the floor.
• Then move to the front of the altar and extinguish candles 2 from the floor.
• Both acolytes move to the center of the altar, reverence and then exit their respective sides.
• Put away snuffers in the cabinet in the ambulatory behind the choir.
VI. **Holy Eucharist in Mikell Chapel - 7:45am & 9:00am**

**A. Before the Service**

Candles should be lit 15 minutes before the service. Bend the wick slightly in the candle lighter to aid in lighting the candles. (See Figure 4)

- Light the candles in the order (right to left, back to front). (Figure 40)
- Un-rack the cross (located in the sanctuary) and go to the Chapel narthex.
- When the celebrant arrives, introduce yourself and ask him/her when he/she wants to do the lavabo: before or after the offertory.
- After processing in, rack the cross and stand/sit at the bench on the "senior" side. Follow the service attentively and participate. Sit for lessons and the sermon; stand for hymns and the Gospel; stand for prayers. To a certain extent, model when the LCB (lay chalice bearer) stands/sits.

**B. Holy Eucharist**

While the offertory is collected by the ushers, two members of the congregation will bring the elements (bread and wine) to the altar. The verger will close the altar rail as they leave.

During the offertory, the celebrant will pick up the Missal (the book) and put it on the altar and prepare for Communion.

- Hand the stacked chalice (hand on top so it doesn't come apart) to the celebrant.
- Hand the cruet of water to the celebrant with the handle facing the celebrant. (Figure 41) The celebrant will return the cruet of water to you after it has been added to the chalice of wine.
- If the celebrant asks for it, hand the ciborium (bread box) to the celebrant.
- Next prepare for lavabo, just like junior in the Cathedral. (Some priests will do the lavabo now; some will do it after blessing the collection). (Figure 42)
- Wait near the table until the ushers bring the alms basins to the altar rail. The priest will bless the alms from behind the altar. The ushers will then...
leave and if not already done, the celebrant will come to you to do lavabo.

- Stand in front of the credence table (perpendicular to the altar) throughout the Canon of Consecration, then move to the front of the altar to receive communion with the LCB. Stand near the table during communion of the congregation.
- When communion at the rail is complete return to the table to assist the celebrant in returning the vessels to the credence table.
- The celebrant may bring you the extra bread and extra wine. Put the chalice(s) and the bread underneath the corporal (cloth) that the priest hands you.

C. Retiring Procession

After the closing prayer, un-rack the cross and process out upon the signal of the verger or the celebrant.

 Remain in the narthex for the dismissal, then return to the chancel by the outside aisle, rack the cross and extinguish the candles (left to right, front to back). (Figure 43)
VII. Evensong and Holy Eucharist in the Main Cathedral - 4:00pm

A. Introduction

The 4:00pm service in the Cathedral is a two part service: Evensong followed by Holy Eucharist. On occasion there is a Choral Eucharist or Diocesan Service at 4:00pm. The 4:00pm service is not scheduled in the summer months. The service usually includes incense so the following procedures assume that a thurifer is present.

Normally there are three acolytes for Evensong. At least one, and preferably two, must stay for Holy Eucharist. Prior to the service, the acolytes should determine which acolytes and how many will stay for the Eucharist. The junior acolyte staying for Eucharist should advise the celebrant that he/she will return immediately to the Sanctuary after the Evensong Closing procession and determine whether the celebrant wants to do the lavabo at that time.

B. Prior to the Service

At the 4:00pm Evensong service, in addition to the candles on the altar, there are six candles stationed on the chancel steps going down to the nave. These candles are lit during the Office Hymn. Therefore, before the service, make sure that there are candle lighters in each ambulatory that can be quickly accessed after the opening procession. Make sure that there is sufficient wick showing and then bend the wick slightly. This will make it easier to light the candles. (See Figure 4, Page 10)

C. Opening Procession

The Evensong Procession usually includes three (3) acolytes and a thurifer. The normal procession is shown below:

<table>
<thead>
<tr>
<th>Order of Procession for Evensong</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verger</td>
</tr>
<tr>
<td>Thurifer</td>
</tr>
<tr>
<td>Torch Bearer  Crucifer  Torch Bearer</td>
</tr>
<tr>
<td>Choir   Choir</td>
</tr>
<tr>
<td>Choir   Choir</td>
</tr>
<tr>
<td>Choir   Choir</td>
</tr>
<tr>
<td>Presider - Preacher</td>
</tr>
</tbody>
</table>
The Crucifer and torchbearers take up their position at the arch in the center of the Court of Gratitude and follow the thurifer. Be sure to allow sufficient distance between you and the thurifer to allow for the swinging of the thurible.

Climb the chancel steps and stop at the altar rail facing the altar. Wait!

A verger will arrive and say "BREAK".

The Crucifer and torchbearers turn left and exit to the Peachtree ambulatory.

The Crucifer and torchbearers rack the cross and torches.

The torchbearers retrieve the candle lighters previously placed in each ambulatory, light the tapers and stand at each entrance to the choir.

At the first note of the Office Hymn, the acolytes enter the chancel, meet at the center and reverence the altar. The acolytes then proceed to light the candles on the altar from the back to the front. (Figure 44)

The acolytes then proceed to light the candles on the chancel steps from the top to the bottom.

When they have lit the bottom candles, they DO NOT go back up the chancel steps but instead exit via their respective ambulatory doors.

After racking the candle lighters, they take seats in the chancel with the crucifer, two on one side one on the other.

D. Evensong Retiring Procession

Retrieve the cross and torches and take them to the Peachtree ambulatory.

When the thurifer enters from the Andrews side, move to the top of the Chancel steps (torch, cross, torch). The Thurifer will move to the second step from the bottom and wait for the Verger’s signal.

At the Verger’s signal, follow the thurifer. Again, remember to allow sufficient distance following the Thurifer to allow for the swinging of the thurible.

At the narthex, the acolyte staying for Holy Eucharist will hand the cross or torch to one of the torchbearers and return to the sanctuary as rapidly as possible (Meaning: race back via the undercroft).

The torchbearers should rack the torches and return the cross to the Peachtree ambulatory (so that it will be there for the final procession).

E. Holy Eucharist

The junior acolyte staying for Holy Eucharist should prepare for the lavabo as soon as he/she returns to the sanctuary if the celebrant has decided on the lavabo.
If there are two acolytes staying for Holy Eucharist, the other acolyte should act as senior assisting the priest as required.

If the acolyte is also a licensed lay chalice bearer, the celebrant may ask the acolyte to act as a second LCB.

F. Holy Eucharist Retiring Procession

The Crucifer should retrieve the cross that has been left in the Peachtree ambulatory and process out upon the signal of the verger (there will be no thurifer).

At the conclusion, rack the cross and extinguish the candles in the reverse order that they were lit. (See Figure 44).
VIII. Weddings

A. Introduction

Weddings are very festive occasions but usually very simple for acolytes. A wedding requires only one acolyte to act as candle lighter, crucifer and a senior in the case the ceremony includes a Eucharist.

Nevertheless, acolytes must arrive at least thirty (30) minutes before the service to prepare.

Upon arrival, vest as usual in a white alb with the appropriate color cincture. Adult acolytes should vest in a white alb with a white rope cincture.

B. Special Procedures

- The acolyte must then meet with the priest to determine whether there will be a Eucharist and if there are any special procedures as many weddings are different.

- The acolyte should especially confirm whether the priest needs the acolyte to act as book holder during the wedding ceremony. The priest will explain the required procedure.

C. Lighting Candles

- Candles should be lit twenty (20) minutes before the service.

- Normally only four Sanctuary candles are used but some weddings also have candles down the center aisle of the nave. These candles should be lit at the same time as the Sanctuary candles and are lit from the Chancel to the Narthex.

D. Procession

- The crucifer should process in, pause for a second upon reaching the top of the Chancel steps and the turn and exit the Peachtree ambulatory.

- The acolyte should rack the cross as there is no retiring procession at a wedding.

- The acolyte should then proceed to the Chancel and sit on the Andrews side.

E. Communion

There may or may not be a Eucharist at the service. If there is a Eucharist, the acolyte will perform the normal duties of a Senior assisting the priest.

F. Conclusion of Service

There is no retiring procession at a wedding so the candles need to be extinguished after the congregation has retired the Nave.
IX. Funerals

A. Introduction

Funerals at the cathedral require one acolyte to act as crucifer and to assist the priest as a senior acolyte. The acolyte needs to arrive at least thirty (30) minutes before the service to assist in the preparation.

Upon arrival, vest as usual in a white alb with the appropriate color cincture. Adult acolytes should vest in a white alb with a white rope cincture.

After vesting, the acolyte should immediately determine whether the Pascal Candle is lit. The Funeral Guild should have already lit the Pascal Candle but if it is not yet lit the acolyte should immediately light it.

The procedures to be followed for funerals differ slightly depending upon whether there is a casket or urn of ashes.

B. Lighting Candles

- Twenty (20) minutes before the service, all candles should be lit.
- The Pascal Candle will have already been lit so the candle lighter should be lit from the Pascal Candle.

In the case of a casket:

- The Sanctuary candles should be lit in the normal order, lighting the candle lighter from the Pascal Candle.
- There will be six (6) bier candles, three on each side of the casket. These should be lit when the casket is put in place.

In the case of an Urn of Ashes:

- The Sanctuary candles should be lit in the normal manner, lighting the candle lighter from the Pascal Candle.
- There will be two (2) candles, one on each side of the Urn stand. These should be lit as soon as the ashes are in place.
- Occasionally, the Urn will be late in arriving at the Cathedral. In this case, the Sanctuary candles should be lit at the appropriate time and the acolyte should wait and light the Urn candles immediately when the Urn arrives.
- As soon as the candles are lit, the acolyte should meet with the priest to see if there are any specific instructions for the service.

C. Solemn Procession

The order of procession is:
The Crucifer should process in SLOWLY, pausing for a second at the top of the chancel steps and then exiting to the Peachtree ambulatory.

The acolyte should place the cross in the Peachtree ambulatory so that it can be quickly retrieved prior to the Commendation.

The acolyte should return to the chancel and sit on the Andrews side to assist in communion.

D. Communion

There may or may not be a Eucharist at the service. If there is a Eucharist, the acolyte will perform the normal duties of a Senior assisting the priest.

E. Commendation and Retiring Procession

Just before the Commendation, the acolyte needs to collect the cross from the Peachtree ambulatory.

At the Commendation:

- If the Dean is officiating, the crucifer will stand on the top step behind the Dean.
- If the Dean IS NOT officiating, the crucifer will come down the chancel steps to the floor in front of the casket or ashes and face the priest.

On a signal from the priest, the acolyte will turn and process SLOWLY down the Nave.

In the case of a casket:

- The acolyte will pause in the Narthex while the DOK (Daughters of the King) remove the pall.
- The acolyte will then move out the Peachtree doors and stand by the hearse with the cross.

In the case of an Urn of Ashes:

- The acolyte will move out the Peachtree doors to the grave site and stand with the cross. (It is important that the acolyte determine prior to the service where the grave site will be so that he can go to the proper location)

F. Extinguishing Candles

At the conclusion of the service, the acolyte should rack the cross and extinguish the candles – first the bier candles and then the Sanctuary candles as usual.
X. Illustrated Glossary

**Bishop’s Chair**  The chair in the Cathedral reserved for the Bishop (sometimes called the Bishop’s Throne or Cathedra). The Bishop’s chair is on the Peachtree side of the Chancel.

**Boat**  A small container, with lid and spoon, in which incense is kept before it is placed in the thurible. The boat is carried by the thurifer during the procession.

**Candle Lighter Cabinet**  A cabinet in the rear ambulatory behind the choir for storage of candle lighters and snuffers.

**Chalice**  A silver cup into which wine is poured for the Eucharist and which is offered to the congregation. The illustration shows the five chalices used at the 8:45am and 11:15am services in the Cathedral.

**Ciborium**  A silver container in which the bread is kept on the Credence table.

**Commendation**  The rite at the conclusion of the Burial of the Dead (BCP 482 or 499).
Credence Table  The shelves behind and to the right and left of the altar upon which vessels and other items are kept for the celebration of the Eucharist.

The credence table on the Peachtree side usually contains the lavabo, water cruet and towel and the communion chalices and purificators. In addition, it may contain consecrated host which is the veiled vessel in the center.

The credence table on the Andrews side usually contains the stacked chalice, water and wine cruets, ciborium and patens. In the illustration, the Missel is also on the right.

Cruet  A glass or silver container for wine and water used in the Eucharist. On some cruets the letters “V” and “A” are engraved on the handle. The letter “V” stands for wine (“vino”) and the letter “A” stands for water (“aqua”). On the Andrews credence table the water cruet will normally be placed to the left and the wine cruet placed to the right (although in the picture on the right they are reversed). However, it is very important to check the contents of the cruets before handing them to the Priest (handle toward the Priest).

Deacon of the Table  For a particular service, the priest designated to prepare the altar for the Eucharist. The senior acolyte will assist the Deacon of the Table in the preparation.

The Deacon of the Word  For a particular service, the priest designated to read the Gospel and carry the Book in procession. The Deacon of the Word also flanks the Celebrant during the Eucharist.

Dean’s Chair  The chair in the Cathedral reserved for the Dean. The Dean’s chair is on the Andrews side of the Chancel.
**Flagon**  A large silver pitcher used to carry wine at the Eucharist. Often the flagon of wine is brought to the altar during the offertory by a member of the congregation.

**Lavabo Bowl and Lavabo Towel**  The Lavabo Bowl is a silver dish used to wash the Celebrant’s fingers after the Offertory. The Lavabo Towel is a linen cloth presented to the celebrant by the acolyte to dry his/her fingers. The lavabo towel is presented hung over the acolyte’s left arm.

**Missal**  The Altar Book containing texts from The Book of Common Prayer. It is normally on the Andrews credence table until it is moved to the Altar by the Deacon of the Table in preparation for communion.

**Mitre**  The triangular shaped head piece worn by the Bishop.

**Pall**  The linen covered square on the stacked Chalice that keeps objects from falling into the wine. It is also a term used to describe a cloth covering a casket or urn at a funeral.

**Pascal Candle**  A large white candle installed and first lit at the beginning of the Great Vigil of Easter. It stays at the top of the chancel steps on the pulpit side throughout the Easter season (the Fifty Days of Easter). Theoretically, it is never extinguished during that period but for fire code reasons that is impractical. Nevertheless, it should always be lit before any congregation is in the Nave. It is extinguished at the end of the last service of the day but only after all
of the congregation has left the Nave. The Pascal Candle is also used at Baptisms and Funerals.

**Paten** The silver plates that are used to contain the Bread for the Eucharist. They are normally kept on the Andrews credence table and given to the Deacon of the Table by the acolyte during the preparation for communion. At the 8:45am and 11:15am services there will be four patens on the credence table.

**Purificator** A white linen cloth used to wipe the Chalice during the administration of communion. There will be one Purificator for each Chalice on the Peachtree credence table. The acolyte places the Purificators on the Altar when the Chalices are placed on the Altar in preparation for communion.

**Sacristry** The room off the Peachtree ambulatory where the vessels for the Eucharist are kept and to which the Eucharistic objects are returned at the conclusion of the communion service. The Sacristy is the “workplace” of the Altar Guild.

**Spoon** A spoon used to retrieve a portion of bread or wafer they may have been accidentally dropped into the wine by a communicant. The spoon is normally kept on the Andrews credence table.

**Thurible** The container in which the incense is burned and which is carried by the Thurifer when incense is used.

**Thurifer** The acolyte assigned to handle the thurible and boat and to scent the Nave during processions.

**Torch** A candle carried on a pole by an acolyte in processions.

**Torchbearers** The acolytes that carry torches in procession.

**Veil** A white linen covering.
**Undercroft**  The passageway under the cathedral that allows movement from the Narthex to the ambulatories without having to use the Nave, especially when the congregation is present.

We wish to acknowledge some of the glossary descriptions are from: Dennis G. Michno, *A Manual For Acolytes*, Morehouse Publishing, Harrisburg, PA, 1981.