



St. Matthew's Lutheran Church
Woodbridge, VA 22192



Acolyte Instructions

1. Arrive **15 minutes before the service** to put on your robes and cross necklace.
2. **Check the candle lighter/taper** to see if there is sufficient wick in it.
3. **Wait in the narthex area** by the glass doors until the Pastor signals you to go in.
4. Walk slowly with the lit candle lighter facing upward.
5. When you reach the altar rail bow your head and give reverence.
6. **Light the candle on your right first.** If you have trouble lighting the wick of the candle raise the back end of the candle lighter higher which will bring the taper down to the wick.
7. Step back to the center of the altar and **acknowledge the cross** by bowing your head.
8. Light the candle on your left.
9. **Snuff out the flame by pulling down the taper.** Remember to do so with the lit taper towards you so that hot wax will not drip on the altar linen.
10. Step back to the center of the altar and acknowledge the cross again.
11. Walk over to your seat and quietly place the candle lighter in the holder.
12. During the **Offering**, pick up the plates from the credence table, turn and walk through the opening, around the altar and stand at the front to wait for the ushers. They will take the plates from you. **Then you may sit back down.** The Pastor will stand the congregation for the Offertory – at this point come back to the front of the railing. The ushers will hand the plates back to you. Turn and walk up to the altar and hold the plates high – to offer them up to God. Then immediately place them on the front right corner of the altar. Return to your seat inside the communion rail.
13. If it is a Communion service come up to the altar rail for communion with your family.
14. At the end of the service, the **Pastor will signal you when to put out the candles** (usually the 2nd or 3rd verse of the sending hymn).
15. **Extinguish the candles in the opposite order** that you lit them -left, then right - bowing as when you lit them.
16. **Before extinguishing the last candle – light the candle lighter**, so that you recess out with a lit taper – symbolizing that we are the light of Christ going into the world.
17. Please be sure to **hang up your robe** and place the necklace and taper in the closet after your service is completed and turn off the acolyte closet light.