

Bell ringer, acolyte, prayer of the day

Bell ringer

Arrive 10–15 minutes before the service.

Find any one of the ushers; Todd Izydorski is also usually available.

They will help you ring the bell 5 minutes before the service starts.

Acolyte

Ten minutes prior to worship

Light the altar candles using the candlelighter. An adult will help with the matches if needed; just ask.

- The slide on the side of the candlelighter will expose the wick. You should have 1 ½ to 2 inches of wick for a good flame.
- Walk slowly toward the altar (so the flame doesn't go out) approaching the altar from behind.
- Bow slightly when you reach the center of the altar, then light each candle.
- Bow slightly at the center of the altar before returning the candlelighter to the stand.
- Extinguish the candlelighter by pulling down on the slide. This will pull the wick inside the lighter extinguishing the flame. Push the wick back out again so that the hot wax on the wick doesn't coat the inside of the candlelighter and cause problems.

- You may then sit in the front row, left side with the pastors. During communion, approach the altar with the communion assistants and organist and stand to the organ side.
- During Easter, the Paschal candle will also be on a stand near the altar and also needs to be lit. If you need help reaching it, just ask.

Before the Offering

After the sign of peace, take the stack of offering plates from the table along the wall and to the left of the credence table, and stand on the platform in front, looking down the center aisle. Be patient, the ushers will get them from you to collect the offering.

You may be seated for the offering.

When the pastors stand, come back up to the front of the aisle and receive the full plates from the ushers. Lift the offering plates as a sign that we are dedicating our tithes to God, however God wishes to use them. Return them to the table where you got them.

You may return to sit with your family or sit with the pastors at this point.

After the service

During the postlude, using the candlelighter, approach the altar again from behind.

- Bow slightly at the center of the altar then extinguish each candle using the bell of the candlelighter.
- Hold the bell over the flame for a few seconds and it will go out. Be sure not to smash down the candlewick!
- Bow slightly, then return the candlelighter to the stand.

Prayer of the day

You will receive the prayer of the day by email on Tuesday or Wednesday of the week before your service date.

Practice reading the prayer so that you know all the words and can read them smoothly.

When the pastor gets up to head to the altar, you should get up and go to the ambo at the same time. You can stand at the mic during the pastoral greeting. Then you will be ready to read the prayer when the pastor is done. One of the pastors will have turned the microphone on.

There is a step-stool at the ambo if needed for you to be seen by the congregation.

Read the passage clearly, enunciating each word. Speak slowly enough that the congregation can understand what you are saying.

Finish the reading with “The word of the Lord” and wait at the ambo¹ until the congregation has responded “Thanks be to God.”

After the congregation says “Amen” in response to the prayer, return to your seat.

NOTE: You may adjust the microphone, either up/down, or nearer/farther from your mouth. Use your best public speaking voice; if you know you are soft-spoken, you may need to speak up a bit. Likewise, you may have to modulate your volume a bit if your voice tends to be very strong.

¹- The **ambo** is a raised platform or reading desk in a church used for proclaiming scripture.