

St. James' Episcopal Church
Crucifer Procedures
08/27/10

Before the Service

1. Be vested 15 minutes before the start of a service.
2. Make sure candles are lit 10 minutes before the start of the service.
3. Ask celebrant for any special instructions.
4. Check that other acolytes are present and know what they are doing.

Procession

1. Assemble in narthex, out of the way of arriving parishioners.
2. Help torch bearers light their torches.
3. Remind Gospel bearer to follow the choir.
4. Make sure celebrant is ready before processing.
5. Proceed down the aisle when choir begins singing.
6. Walk slowly and reverently.
7. Stop and turn around after taking two steps past the communion rail.
8. After altar party enters, proceed around to the choir risers and store the cross.

During the Service

1. Gospel Procession
 - a. At the beginning of the Gospel sequence hymn, light the torch bearers' candles, retrieve the cross, and wait for the reader.
 - b. When the reader joins you, proceed to the second pew.
 - c. Turn and face the altar, continuing to hold the cross aloft.
 - d. After the reading, proceed back to the choir risers and store the cross.
2. Holy Communion
 - a. At the offering, ask a torch bearer to help you receive the elements from the ushers and store them on the credence table.
 - b. Give the ciborium to the celebrant, leaving the lid on the credence table.
 - c. Open the water and wine pitchers and pick up both, not using the handles; hold the wine in the left hand and the water in the right.
 - d. Hand off to the celebrant with your left hand and receive with your right.
 - e. Wash hands of those administering the bread.
 - f. If serving as a LEM, clean your hands with the sanitizer.
 - g. Following the fraction (after the Lord's Prayer), move any extra chalices or intinction cups from the credence table to the altar.
 - h. During communion, hold flagon to refill chalices for LEMs (or ask torch bearer to do so if you are a LEM).

Recession

1. At start of hymn, light torch bearers' candles and retrieve the cross.
2. Remind Gospel bearer to wait for the choir.
3. As soon as torch bearers join you, proceed to the center aisle facing the cross.
4. When signaled by the celebrant, turn and proceed down the aisle.

St. James' Episcopal Church
Torch Bearer Procedures
09/06/10

Before the Service

5. Be vested 15 minutes before the start of a service.
6. Light the candles 10 minutes before the start of the service.
7. Ask celebrant for any special instructions.

Procession

9. Assemble in narthex, out of the way of arriving parishioners.
10. Just before processional hymn, light torches using lighter in drawer of table.
11. Watch the crucifer and pickup the torch with the same arm on top.
12. The tallest person should set the height of the torches; make sure they are level.
13. Proceed down the aisle as a unit with the crucifer, staying just off his/her shoulder.
14. Walk slowly and reverently, staying as close to the crucifer as possible.
15. Stop on the step in front of the small wood panel supporting the communion rail.
16. Stand facing the other torchbearer, keeping your torch aloft.
17. After altar party enters, proceed around by the choir and put out and store the torch; remember people can see you until you walk behind the altar screen.

During the Service

3. Gospel Procession
 - a. At the beginning of the Gospel sequence hymn, retrieve your torch and wait with the crucifer for the reader.
 - b. Proceed down the center aisle, stopping one pew before the crucifer.
 - c. Turn and face the other torchbearer, resting the torch on the floor.
 - d. Stand as still as possible and do not lean on the end of the pew.
 - e. After the reading, proceed back by the choir risers and store the torch.
4. Holy Communion
 - a. At the offering, one torch bearer should assist the crucifer by receiving the wine flagon from the ushers and place it on the credence table.
 - b. If there is no Gospel bearer, the other torch bearer should pass out the offertory plates.
 - c. If you distributed the plates, collect them when the music stops, take them to the celebrant for blessing, and then place them on the altar.
 - d. During communion, if the crucifer is serving wine, hold the flagon to refill chalices for the LEMs.

Recession

5. At the start of the hymn, retrieve your torch and join the crucifer.
6. Proceed to the center aisle and stand next to the crucifer facing the altar.
7. When the crucifer is signaled by the celebrant, turn and proceed down the aisle.