

Greeter/Usher

Responsibility to the Acolytes/Bell Ringers

Acolytes: (Should be listed in the bulletin)

- Check in 15 minutes before the worship service (9:45).
- No robe is necessary but if they want to wear one, they are hanging in the narthex closet or on the hangars in the back of the sanctuary.
- The acolyte should light the candle during the introit.
- Acolyte should sit in the back at the start of worship to be ready.
- Greeter/usher will light the taper for them and assist if it appears they will need help.
- The candles are lit during the introit while the choir is singing/music is playing.
- The taper is extinguished after the candles are lit and they come back down the aisle with an extinguished taper. (Blow it out)
- During the last hymn, the acolyte carries the taper to the altar.
- The taper is lit and then the candle extinguished.
- The taper is carried down the aisle lit.
- It is extinguished once they have reached the back of the church.
- Put the taper away and the robe.
- If no one is present to handle the lighting, the greeter/usher should handle this.
- During the offering the greeter/usher should go upstairs or enlist someone to retrieve the acolyte and bell ringer to return to the service.
- The acolyte should go down the aisle during the introit with an unlit taper.
- Once they have arrived, they should light the taper and then extinguish the candles with the bell cup.
- Acolytes should walk down the aisle with the taper lit, carrying the light of the world (Jesus) into the world.
- Once they reach the end of the aisle, the taper is extinguished. (Blow it out)
- Please make sure that the taper is put back on the hanger in the back of the church.

Replacing the taper candle wax is the responsibility of the worship committee. Extras are in the narthex closet or on the back of the wooden cart as you come in the sanctuary. The extinguishing slider should not be used as it causes problems with the wax building up in the taper and not allowing the candle wax to slide.

Bell Ringers: (should be listed in the bulletin)

- Check in 15 minutes before the worship service (9:45)
- Parent /guardian is responsible for accompanying the child to the bell tower
- Bell is rung by pulling the cord 4 times 10 minutes prior to the service and again 4 times within 10 minutes after the service.
- If no one is present to handle the ringing, the greeter/usher should find an adult to do it.