

Cross bearer

- During prelude: Retrieve the cross from sanctuary and bring to narthex (hold or place in wall Mount)
- At the time of worship: Bring the cross to rear of the nave and take position in the center aisle in preparation for the processional (the base of the cross may remain on the floor at this time)
- At the beginning of the introduction to the Gathering Hymn (typically played on the organ), raise the cross high and prepare to enter. When the congregation begins singing, start walking at a medium pace.
- The procession of the cross takes place in this way:
 - Walk down the center aisle
 - Come to a stop at the opening of the altar rail
 - Turn to face rest of the procession (this may include choir, book bearer, torch bearer/s, assisting ministers, pastor/s)
 - After the presiding minister (the last pastor in the procession) bows before the cross, set the cross in its stand, *facing the choir loft*.
 - Return to the center, where you were standing with the cross, but this time facing the altar
 - Bow, climb the steps, and go to your seat
- For the recessional:
 - Check in advance with the pastor during which verse of the hymn you should begin to recess
 - During the introduction to the sending, retrieve the cross from the stand.
 - With the cross raised high, stand facing the congregation at the opening of the altar rail
 - You will lead the procession. Begin walking at a reverent pace at the predetermined verse, (walk neither too fast nor too slow).
 - When you reach the back, turn to face the congregation.
 - Remain still with the cross raised high until the dismissal (C: Thanks be to God.), or if there is a chorale offering, after the choir is finished singing
- Return the cross to the stand at the front of the church.

Acolyte/s

- Retrieve the candle lighter/s from the wall by the sacristy and light them using matches in the sacristy (typically in the first tall closet on the left)
- If the paschal candle is present near the altar, ask the pastor if it needs to be lit
- Light the six candles behind the altar 10-15 minutes before the beginning of the service. This will typically be during the playing of the prelude. Also light the paschal candle, if appropriate.
- Extinguish the candles during the postlude (after the service)

Offering

- Watch for an usher who will bring the offering forward during the offertory.
- As s/he approaches the altar rail, go to the rail to meet him/her.

- Retrieve the tray/s and bring them to the pastor at the altar.
- The pastor will pray over them and hand them back to you to return to the usher.
- Then return to your seat.

Book bearer

Torch bearer

Communion assistants

There are three different roles an altar server can be called upon to fulfill: (1) distribution of the host, (2) distribution of the wine, (3) replacing empty trays and providing gluten free (GF) hosts when needed. The pastor will typically assign responsibilities prior to the service. Sometimes changes will be made. Be ready to do whatever the pastor asks of you at the time of distribution.

1. distribution of the host: the pastor will give you a paten with the host. Stand where you are told. As communicants come forward, give them a wafer saying, "the body of Christ given for you."
2. distribution of the wine: the pastor will give you either two chalices (one with red wine and one with white grape juice) or a tray of prefilled individual cups (red wine and white grape juice). Stand where you are told. As communicants come forward, extend the cups/chalices to them saying, "the blood of Christ shed for you."
3. replacing empty trays and providing gluten free hosts when needed. Watch the altar servers distributing communion. When called upon by the servers with the wine and juice, retrieve a full tray from the altar and swap it with the empty one from the server. Important: Place the empty tray on top of the trays at the side aisles, where communicants have been placing empty cups. (This helps greatly with cleanup later.) If called upon by a server with the host for GF, retrieve it from the altar or tabernacle.