

Gospel Torch

- Arrive 20 minutes before the service and Vest.
- About 10 minutes before the service, either you or the epistle torch will go light the altar candles.
 - *During special services there will usually be additional candles on the altar or aisle that will also need to be lit
- When lighting the altar candles
 - Enter the altar from the front
 - Bow in front of the cross before entering
 - The Gospel side of the altar is always lit first
 - First light the Altar Candles (Gospel Altar Candle then Epistle Altar Candle)
 - Second light the floor candles (Gospel floor candle then Epistle floor candle)
 - All other special altar candles are then lit after the main 4 candles are lit
 - Blow out your flame used to light the candles and exit the altar,
 - Bow to the cross and return to the vesting room.
- Right before the service starts the acolyte master will hand out all the crosses and torches
- Before you leave the vesting room, the priest will pray. At that time everyone will proceed to the Narthex (back of the Nave).
- When lining up to process down the aisle, the gospel torch will stand to the left of the epistle cross
- As the epistle cross starts to make his/her way down the aisle, you and the other torch will follow behind making sure both candles being held are the same height
- Once you reach the altar you will stay to the left and walk towards the corner of the altar where the flowers and pulpit meet
 - Torches will stay in position until after the second reading is read
- Once the second reading is finished you and the other torch will make eye contact and walk towards the front of the altar to line up to process down middle of the aisle for the gospel reading

*make sure to leave room for the gospel cross, they will be leading, you will follow just like the beginning procession

- The acolyte master will stand in the narthex of the church. When time she/he will motion to start walking down the aisle for the gospel reading. When motioned to stop you will turn inward and face the other torch for the reading
- After the reading is done, the priest and Gospel cross will step out of the way. The gospel cross will start to make his/her way back toward the altar, you and the other torch will follow with the epistle and priest following you
- Once you make it to the altar go straight up through the pulpit and the altar table. Put your torch in the left clip holder then sit down in the pew behind the altar on the gospel side
- You have no further duties until after the peace and announcements
- When announcements are over, you and the other torch will stand and make your way to the front of the altar. You will stand right by the pulpit on your side.
- Two altar guild ladies will make their way down the aisle carrying the bread and wine. When the ladies get closer
 - Meet them at the steps of the altar
 - Take the bread or the wine (whatever they give you)
 - Bow toward the ladies
 - Turn inward with the other torch, go up to the altar table and hand what you have to the priest
- After taking care of the bread and wine, you and the other torch will go stand back by the pulpits
- When the offertory is over, the music will restart and the epistle cross will be in the narthex of the church processing up the aisle with ushers carrying the offering plates.
- When retrieving the offertory plates:
 - Walk toward the steps of the altar
 - Let the epistle cross past first, then the ushers will hand you the offering plates.
 - Both torches will get one plate, you will put either the smaller or the plate with a piece of paper with a number on it on top of the other

- If you end up with both plates you will walk up to the altar table and hand the plates over to the priest
 - Go and stand by the priest's chairs
 - The priest will hand the plates back to you,
 - Open the door to the sacristy and set the plates on the counter
 - Then sit back down on the pew
 - If you don't get the two plates go stand by the priest's chairs, the priest will hand you the plates, open the door to the sacristy and set the plates on the counter
 - Then you can sit back down on the pew
 - You have no further duties until the priest take communion
 - After priest have taken communion, all the acolytes will stand and make a semi-circle around the altar table to take communion
 - After that communicate with the other acolytes as to who is going to post for communion
 - If you end up not posting, go sit back down in your pew
 - If you do post for communion
 - Retrieve either the extra wine or bread from the Aumbry on the wall on the gospel side
 - Go and stand in front of the altar
 - The chalicers and priest will come up to you to get extra wine or bread
 - When communion is over put wine and bread back in the Aumbry (if you have bread wait for priest to put left over bread in your bread box then go put it back in Aumbry)
 - Clean up for communion
 - All chalices and used purifacators go on the credence table
 - Pattens go on credence table.
 - Purifacators not used go on the counter in the sacristy
 - Water glass goes on back table after priest is done using it
 - If LEV Kits are on the credence table bring them up to the altar for the priest
- *VERY IMPORTANT! If you're not on your side of the altar after communion and the priest starts to pray don't walk behind the

priest! Kneel down in closest pew. When service is over then you can go back to your side

- To process out
 - Retrieve your torch
 - Walk down in front of the altar
 - Line up to the epistle's left
 - When priest's bow, turn around, epistle cross will lead, you and the other torch will walk down the aisle just like you processed in
- Whichever torch did not light the candles at the beginning of the service will then extinguish the candles on the altar and any other special candles
 - Table, table, floor, floor
 - Gospel side is never lit alone