

St. James' Episcopal Church
Crucifer Procedures
Revised September, 2013

I. Before the Service

- A. Be vested 15 minutes before the start of a service.
- B. Make sure candles are lit 10 minutes before the start of the service.
- C. Meet with others who are Serving Our Worship in the rector's office prior to the beginning of the service.
- D. Ask celebrant for any special instructions.
- E. Check that other acolytes are present and know what they are doing.

II. Procession

- A. Assemble in narthex, out of the way of arriving parishioners.
- B. Help torch bearers light their torches.
- C. Remind Gospel bearer to follow the choir.
- D. Make sure celebrant is ready before processing.
- E. Proceed down the aisle when choir begins singing.
- F. Walk slowly and reverently.
- G. Stop and turn around after taking two steps past the communion rail.
- H. After altar party enters, proceed around to the choir risers and store the cross.

III. During the Service

- A. Gospel Procession
 - 1. At the beginning of the Gospel sequence hymn, light the torch bearers' candles, retrieve the cross, and wait for the reader.
 - 2. When the reader joins you, proceed to the second pew.
 - 3. Turn and face the altar, continuing to hold the cross aloft.
 - 4. After the reading, proceed back to the choir risers and store the cross.
- B. Holy Communion
 - 1. At the offering, ask a torch bearer to help you receive the elements from the ushers and store them on the credence table.
 - 2. Give the ciborium to the celebrant, leaving the lid on the credence table.
 - 3. 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.
 - 4. Hand off to the celebrant with your left hand and receive with your right.
 - 5. Wash hands of those administering the bread.
 - 6. If serving as a LEM, clean your hands with the sanitizer.
 - 7. Following the fraction (after the Lord's Prayer), move any extra chalices or intinction cups from the credence table to the altar.
 - 8. During communion, hold flagon to refill chalices for LEMs (or ask torch bearer to do so if you are a LEM).

IV. Recession

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

- V. REMEMBER:** services are being videotaped and posted on Facebook and the our web site. Therefore, be VERY CAREFUL about behavior. If you fall asleep, look bored, start chatting with a neighbor, or checking a cell phone, it will likely be seen by a great many people on line. Do not believe yourself to be hidden or out-of-sight – you are not!