

St. James' Episcopal Church
Torch Bearer Procedures
(Revised: September, 2013)

- I. Before the Service**
 - A. Be vested 15 minutes before the start of a service.
 - B. Light the candles 10 minutes before the start of the service.
 - C. Meet in the rector's office with other persons who are "Serving Our Worship."
 - D. Ask celebrant for any special instructions.

- II. Procession**
 - A. Assemble in narthex, out of the way of arriving parishioners. Do not line up at the beginning of the center aisle until told to do so.
 - B. Just before processional hymn, light torches using lighter in drawer of table.
 - C. Watch the crucifer and pickup the torch with the same arm on top.
 - D. The tallest person should set the height of the torches; make sure they are level.
 - E. Proceed down the aisle as a unit with the crucifer, staying just off his/her shoulder.
 - F. Walk slowly and reverently, staying as close to the crucifer as possible.
 - G. Stop on the step in front of the small wood panel supporting the communion rail.
 - H. Stand facing the other torchbearer, keeping your torch aloft.
 - I. 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.

- III. During the Service**
 - A. Gospel Procession
 - 1. At the beginning of the Gospel sequence hymn, retrieve your torch and wait with the crucifer for the reader.
 - 2. Proceed down the center aisle, stopping one pew before the crucifer.
 - 3. Turn and face the other torchbearer, resting the torch on the floor.
 - 4. Stand as still as possible and do not lean on the end of the pew.
 - 5. After the reading, proceed back by the choir risers and store the torch.
 - B. Holy Communion
 - 1. 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.
 - 2. If there is no Gospel bearer, the other torch bearer should pass out the offertory plates.
 - 3. 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.
 - 4. During communion, if the crucifer is serving wine, hold the flagon to refill chalices for the LEMs.

- IV. Recession**
 - A. At the start of the hymn, retrieve your torch and join the crucifer.
 - B. Proceed to the center aisle and stand next to the crucifer facing the altar.
 - C. When the crucifer is signaled by the celebrant, turn and proceed down the aisle.

- V. REMEMBER:** services are being videotaped and posted on Facebook and our web site. Therefore, be VERY CAREFUL about your 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 online. Do not believe yourself to be hidden or out-of-sight – you are not!