



2023-2024

SANCTUARY ACOLYTE HANDBOOK

Hello!

Welcome to the Acolyte program for the Sanctuary at Highland Park United Methodist Church. This is a wonderful chance for you to serve in worship! This fall, we are excited to bring back Acolytes to the Sanctuary for the 9:30 and 11 am services. Fourth and fifth graders will serve at the 9:30 am service. Confirmands (sixth graders) will serve at the 11 am service. The Acolyte program will begin on Sunday, September 10, 2023, and finish for the summer on Sunday, May 12, 2024.

For thousands of years, there have been acolytes in Christian worship. These helpers serve in a variety of ways during different services. In our Sanctuary at HPUMC, Acolytes bring symbols of our faith into the Sanctuary each Sunday.

- **The Cross** - a reminder of our Lord and Savior and His sacrifice for us
- **The Bell Banners** - reminders that the Holy Spirit is among us and bids us worship God

You will be working closely with Ms. Mallory Adams, Traditional Worship Coordinator. She will be your contact when serving on Sunday morning. She will host training sessions, and you will need to attend one session before you begin serving in this capacity. There will be training sessions on the Sunday mornings listed below from 10:30 to 11 am in the narthex of the Sanctuary. The initial trainings offered are:

- Sunday, August 20, 2023
- Sunday, August 27, 2023
- Sunday, September 3, 2023

If none of these dates work for you, please email Ms. Mallory to find another Sunday that does work for you. Feel free to reach out if you have any questions about serving our great church in this special way.

So excited to have you join in this wonderful tradition in the Sanctuary!

Mallory Adams
Traditional Worship Coordinator
adamsm@hpumc.org
C: 214-402-7173
W: 214-523-2279

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WHAT DO ACOLYTES DO?

Acolytes begin our service of worship by processing in the cross, the symbol of Jesus Christ, and the tintinnabulators (otherwise known as bell banners), the symbol of the Holy Spirit among us. It is not a difficult job, but it is very important! The way you process into worship helps set the tone of the service. When you wear the robes and carry the symbols of our faith, walk calmly and reverently (probably about half the speed you normally walk). As you process, look straight ahead with a pleasant and reverent look on your face. There are two important jobs:

The Crucifer is the person who carries the cross and is the first to process. Our cross is made of silver and is pretty heavy. In training, you will learn how to hold it correctly.

- To hold the cross, grasp the staff with one hand, palm facing you, in front of your stomach. With your other hand, grasp the staff with your palm facing out, in front of your face.
- As soon as the liturgist finishes their welcome from the pulpit, Ms. Mallory will guide you to start the processional.
- Walk down the aisle slowly and stately, go up one step on the chancel, and then turn around and face the congregation with the cross. The other two acolytes will stand on either side of you, facing the congregation as well.
- After the choir has passed you, the acolytes will take the bell banners to their place, then come back to either side of you.
- Then the crucifer will lead all three acolytes to the cross holder near the piano, carefully place the cross into the holder, turn the cross so that it faces the congregation, then the four of you may exit out the doors to Fellowship Hall.
- Then go through the Garden back to the narthex to hang up your cassock and cotta.
- You are finished! You may go back in to sit with your family in the Sanctuary, leave to attend Sunday School or choir, or leave with your family.

The Acolytes carry in the bell banners representing the Holy Spirit's presence among us.

- Follow the crucifer in a line (the first person will go to the piano side, and the second person will go to the organ side), go up one step on the Chancel, and stand on either side of the crucifer.
- After the choir has passed, walk to your banner stand (watching your partner so that you both move at the same time), place your banner in the stand, then walk back to stand on either side of the crucifer.
- All four of you walk slowly to the cross holder by the piano, the crucifer will put the cross in the holder, then exit out the doors to Fellowship Hall.
- Then go through the Garden back to the narthex to hang up your cassock and cotta.
- You are finished! You may go back in to sit with your family in the Sanctuary, leave to attend Sunday School or choir, or leave with your family.

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WHAT DO I WEAR?

From your closet:

- Your Sunday best: long pants or dresses, no shorts or jeans
- Nice, closed-toe shoes (no tennis shoes, Crocs, flip flops, or sandals)
- If you have a jacket, you'll probably want to hang it in the closet because it will be too hot to wear under the robes.

In the Acolyte closet:

- **Cassock** – the long red robe (correct length is below your knees but not dragging on the floor)
- **Cotta** – the shorter, white garment (worn over the cassock)
- **Celtic Cross necklace** – worn on top of the cassock and cotta

When returning these items to the Acolyte closet, please be sure to hang everything where you found it, matching the size to the correct hanger for that specific cassock or cotta. Please hang the cross necklaces so they will be ready for the next service.

TIMING

- Fourth and fifth graders, arrive at the Acolyte closet in the narthex of the Sanctuary by 9:15 am for the 9:30 am service.
- Confirmands, arrive at the Acolyte closet in the narthex of the Sanctuary by 10:45 am for the 11 am service.
- If you are going to be more than ten minutes late, text Ms. Mallory to let her know.
- No food, drinks, or gum in or near the Acolyte closet
- Ms. Mallory will tell you your job for the morning—either the crucifer or an acolyte.
- Put on your cassock, cotta, and cross necklace.
- Ms. Mallory will be there for any last-minute questions, and she will show you when to start the processional (after the liturgist finishes their welcome, at the start of the opening hymn).
- When your duties in the processional are complete, please return to the Acolyte closet to hang up your cassock, cotta, and cross necklace. Then you may return to the service and sit with your family, go to Sunday School, or go to Kids Choir or Youth Choir rehearsal.

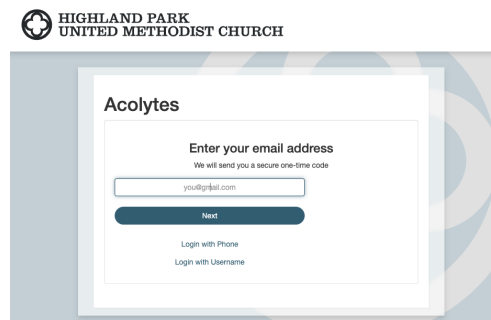
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SCHEDULING

We hope to have enough acolytes that each child can sign up for two Sundays per semester. We are using a new scheduler system, which is explained below. The good news is that you can sign up for multiple Sundays at once with this system. Here is the link:

<https://my.hpumc.org/OnlineReg/5256>

1. The first time you log in, enter your email and it will send you a code.



HIGHLAND PARK
UNITED METHODIST CHURCH

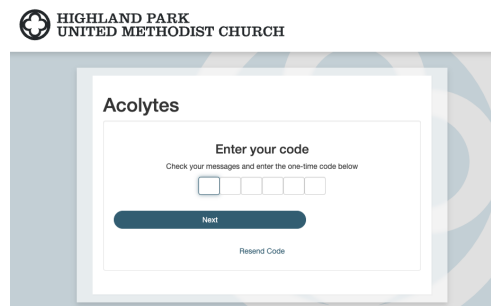
Acolytes

Enter your email address
We will send you a secure one-time code

Next

[Login with Phone](#)
[Login with Username](#)

2. Check your email to retrieve the code and enter it in this window:



HIGHLAND PARK
UNITED METHODIST CHURCH

Acolytes

Enter your code
Check your messages and enter the one-time code below

Next

[Resend Code](#)

3. After you have logged in for the first time, each subsequent login will look like this:



HIGHLAND PARK
UNITED METHODIST CHURCH

Acolytes

My Upcoming Commitments
Viewing Commitments for Malory Adams (adamsm@hpumc.org)
You have no upcoming commitments

Find New Time Slots

Filter [Save Selections](#)

Sunday, September 10

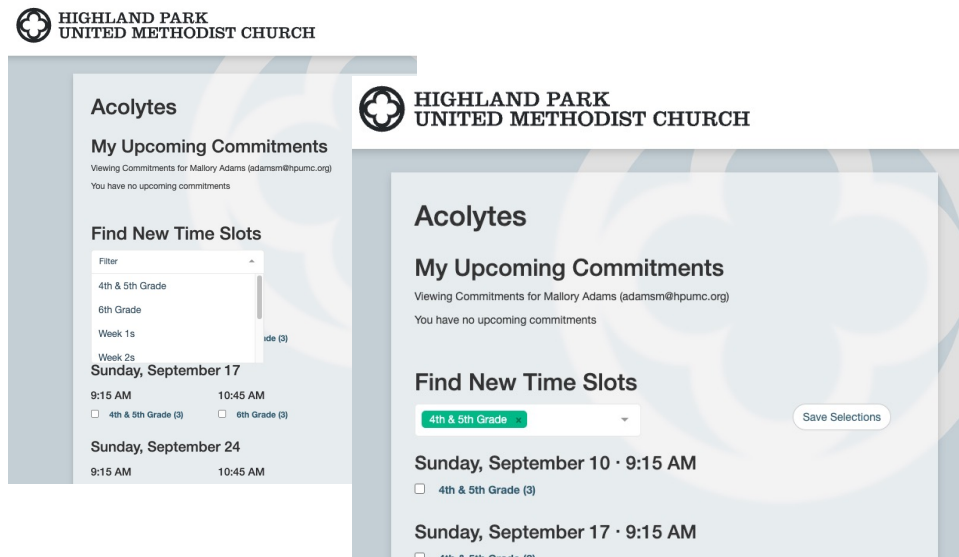
9:15 AM 4th & 5th Grade (3) 10:45 AM 6th Grade (3)

Sunday, September 17

9:15 AM 4th & 5th Grade (3) 10:45 AM 6th Grade (3)

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4. As you can see, it reflects the correct grade level at the correct meeting time for each service. If you would like to only view your grade level, you can filter the available slots like this:



5. Please click in the box of each Sunday for which you would like to sign up, and click the “Save Selections” button to the right.

You will receive an automated reminder on the Wednesday before your scheduled Sunday. If an acolyte is ill or unable to be present on their chosen Sunday morning, please call or text Ms. Mallory at 214-402-7173.

Please reach out if you have any questions about serving as an acolyte in the Sanctuary. We are so grateful for your service!

Ms. Mallory Adams
Traditional Worship Coordinator
adamsm@hpumc.org
C: 214-402-7173
W: 214-523-2279