
St. John's Episcopal Church
Torch Bearer Instructions

Scheduling/Replacements

- The schedule for all servers, including Torch Bearer, is prepared on a monthly basis. If you know that you will not be able to serve on a certain date, please contact the person preparing the schedule before the 15th of the previous month.
- If you realize that you aren't able to serve after the schedule is finalized, please find a replacement. Most people are happy to switch dates. Note the change on the calendar in Hosea Hall and let the Acolyte know. Please also let Kathy Sparrow in the office (859-873-3481) know of the change so that she can update the bulletin if it hasn't already been prepared.
- If you find that you are not able to serve at the last minute, please alert the Acolyte for that day as checking everyone in and finding last minute replacements is their responsibility. If you are not able to contact them, contact Katherine Harper at 859-285-9336.

Before the service

- You should be vested at least 15 minutes before the service.
- Get a bulletin and place it in your seat beside the organ.
- Check in with the Acolyte no later than 10 minutes before the service.
- Get the torch.
- Be in the hall in front of St. Mary's Chapel no later than 5 minutes before the service is to begin.
- Remember: do not reverence the altar if you are carrying the torch.
- From The Book of Common Prayer, page 833
Almighty God, who pourest out on all who desire it the spirit of grace and of supplication: Deliver us, when we draw near to thee, from coldness of heart and wanderings of mind, that with steadfast thoughts and kindled affections we may worship thee in spirit and in truth; through Jesus Christ our Lord. Amen.

Procession

- Once you are in the back of the church, your torches should be lit.
- The Torch Bearers follow the Crucifer in the procession. Always carry the torch with dignity, holding it firmly in both hands in the middle of the pole with your elbows relaxed.
- Go up the steps and walk up to the Crucifer. Both Torch Bearers should turn at the same time and go to your seat.

During the service

- Gospel procession:
 - When the gradual hymn begins, take up the torch and follow the Crucifer, walk to gate, turn and walk to the top of the steps standing close to the Crucifer and facing

- each other. As the Celebrant reaches the gate, turn toward each other and follow the Crucifer down the steps.
- The Crucifer will stop at the 6th pew on the right, even with the “Behold the Lamb of God” window, and turn to face the altar. You stop in front of the Crucifer, face each other and back up slightly to the pews to allow the Acolyte in between you.
 - At the end of the reading, allow the Crucifer to pass between you and process back up the aisle and up the steps. Walk to the altar rail and turn together to return the torches to their holder and you to your seat.
 - Please extinguish your torch.
 - Offertory & Communion:
 - Following the peace, be back to your seat before the Celebrant begins the announcements.
 - Go to the altar rail in front of your seat and take communion.
 - Please relight your torch at this time.
 - Recessional:
 - As the recessional hymn begins, take up your torch and follow the Crucifer to the gate, turning at the same time and proceeding to the top of the steps, then turning to face the altar. As the first choir member reaches the center and turns to leave, you turn with the Crucifer and follow the procession out.

After the service

- Return the torch to its place.

Thank you for agreeing to serve the body of Christ at St. John's in this very important ministry!
