

Instructions for Acolyte/Projectionist

(revised October 2010)

ACOLYTE

1. Be here 15 minutes before the service starts.
2. Robes are in the basement. Find a robe that best fits you (mid-calf length is fine.)
3. **Candle lighting:** Bow before altar and then light candles/ bow before altar when extinguishing candles. On Communion Sundays, also light candles on altar.
4. 2nd year Confirmands are responsible for communion Sundays.
5. **Offering:**
Come up when pastor does; take plates from pastor and give to the ushers. After the offering, return to the front and receive plates from ushers; give to the pastor.
6. **Communion:** (acolytes hold trays)
You are second in line among servers (you follow person serving bread/wafers).
Hold tray for people to take cup (don't hand it to them).
When communion is finished, commune with the group with which you served.
7. Extinguish candles when congregation starts to sing 2nd to last verse of the closing hymn. When the service is over, please hang your robe up on the coat rack.

PROJECTIONIST

Be here 15 minutes before the service begins.

Announcements will already be running on the screen when you arrive.

For the 10:30 service, if announcements are not on the screen, put them on or find a pastor to do it.

Set up service

Blacken screen with "Video Mute" button on remote.

Point directly at the projector.

Hit the "escape" key on computer (top left corner).

Move cursor to PowerPoint Icon at bottom of computer.

Choose Worship Service icon, click on it.

Hit "F5". The service is now ready to begin.

Service

Follow the service on the screen. Advance slide using the remote control.

Hit **right side** arrow to go **forward** (to advance slides).

If you need to **go back**, hit the **left side** arrow.

Advance the screen when you come to the **2nd to the last word on the slide**.

Sermons: pastors will do sermon slides.

Offering: announcements are timed; don't advance them.

Wait until ushers clear the front before beginning announcements.