

# **Acolyte & Crucifer Ministry Team 2016-2017**

## **Parent Information**

### **Welcome**

We are so excited to have your son/daughter as part of the Acolyte & Crucifer Ministry Team for October 2016 to September 2017. If this is your family's first time with us, welcome, we are glad to have you. If you are returning, a welcome back!

### **Website**

You can find helpful information on the church's website at [www.shadygroveumc.org](http://www.shadygroveumc.org). Find "Worship" on the main menu and scroll down to "Acolyte and Crucifer Ministry". Here, you can inquire about serving as an Acolyte or Crucifer, find "Tips For Parents" find out about training session, forms, announcements and more. Please feel free to make recommendations on how we might be able to improve our page.

### **Communication**

Please contact Pamela Lewis at [pamklewis@yahoo.com](mailto:pamklewis@yahoo.com) or 804-746-5771.

### **Schedules - How They Are Done**

At the present time schedules are created quarterly using the [Sign-Up Genius](#) website:

- October/November/December
- January/February/March
- April/May/June
- July/August/September

We will e-mail you a few weeks before a schedule is generated to ask if there are any dates your son/daughter cannot serve. Then based on availability we put together the schedule. Your son/daughter will be put on the schedule with others who are able to work the same dates. For the 8:15 and 11:15 services, there are two Acolytes and one Crucifer scheduled together. For the 9:45 service, there are two acolytes scheduled together. Once the quarterly schedule is put together, it will be e-mailed via the Sign-Up Genius website.

### **Changes to a Completed Schedule**

We realize that even though you do your best to provide every possible date that your son/daughter cannot serve within a given quarter, life happens and schedule conflicts arise. If your son/daughter is unable to serve on an assigned Sunday, it is your responsibility to find a replacement as soon as possible. Please email the group via the Sign-Up Genius website asking if someone can fill-in/switch with your son/daughter.

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It is also your responsibility to confirm the replacement/switch names with Cindy Spieth via email, [Cindy@shadygroveumc.org](mailto:Cindy@shadygroveumc.org), so the names in the service bulletins are corrected.

### **Other Information**

Especially in the beginning, it is very helpful to assist your son/daughter in getting ready on their Sunday to serve. Please arrive 15 minutes early to ensure him/her have plenty of time to get dressed (make sure their cassock is the correct length and put on wooden cross necklace). Once ready, please have your child go directly to the Narthex to wait with the Crucifer and 2<sup>nd</sup> Acolyte. This is important so Pastor Jay and/or Rev. Sandra don't have to look for you.

Please review the A/C Handbook with your son/daughter. Whether your son/daughter is returning or new to the team, being familiar with the expectations and guidelines is helpful for everyone. It helps to ensure the A/C team works seamlessly together during the services.