

DUTIES FOR SERVING COMMUNION

The Diaconate Board would like to thank you for your service.

Preparation for Communion

1. The week before you serve Communion, call the other member who is scheduled to serve to decide who will bring the grape juice and the bread.
2. Communion typically requires two (2) servers. Those who are scheduled to serve should arrange for substitute servers if they cannot serve.
3. If necessary, get a key to the church in case the doors are locked when you arrive.
4. Plan on arriving at church by 8:15 am

Preparation of Elements of Communion

1. Locate the following Communion supplies in the cabinet
 - a. Two (2) silver communion juice serving trays
 - b. About 60 disposable plastic cups for typical Sunday
 - c. Two (2) silver bread trays
 - d. One (1) small 3-inch round silver tray for the organist/pianist
 - e. Gluten free wafers and paper cup for them
 - f. One (1) plastic squeeze bottle for filling the glasses with juice.
 - g. One (1) linen table cloth
2. Fill the middle two (2) rings of each juice serving tray with cups. Fill the cups with juice (using the squeeze bottle) on the table in the classroom.
3. Stack the two (2) juice trays on top of each other.
4. Cube the bread and place half on each tray. Place four or 5 gluten-free wafers in a paper cup and place on one of the trays making sure the wafers do not touch the bread.
5. Bring the small table from the library and place it in the center of the sanctuary in front of the steps to the altar. Cover the table with the linen table cloth.
6. Place the juice and bread trays onto the table in the sanctuary.
7. Put the 3-inch round tray on top of the organ/piano (Depending on who is playing and what they will play during Communion. You may need to ask them.)
8. The communion servers may choose to sit together in the front pew or may sit where they desire.

Communion Service

1. When the Pastor walks toward the table, the servers will step forward and stand at the sides of the table.
2. The servers will then receive a tray of bread.
3. After the bread is distributed, all servers will return to the table in unison. Be sure to place a piece of bread on the tray for the organist/pianist.
4. The Pastor will hold the serving trays while each server takes a piece of bread from the tray.
5. The servers will then receive and distribute a tray of juice. Be sure to place a cup of juice on the tray for the organist/pianist. After the juice has been distributed, all servers will return to the table in unison.
6. The Pastor will again hold the serving trays while each server takes a cup of juice from the tray.
7. Servers may be seated upon completion of Communion.

After the Church Service Clean-up

1. When the service is over, collect all of the disposable cups in the pews. They may be thrown away.
2. Return the table to the library and the linen table cloth to the cabinet.
3. Proceed to the kitchen to clean the serving trays. For sanitary reasons – PLEASE DO NOT POUR THE UNUSED JUICE FROM THE CUPS IN THE SERVING TRAYS BACK INTO THE JUICE CONTAINERS. Either drink it or throw it away.
4. Return all the Communion trays to their proper location in the Communion supply cabinet.