

Communion Server Instructions

Questions: If you have any questions, please ask one of the Pastors.

When to Arrive

One half hour before worship begins (45 minutes before if the first time)

Preparations

Place 2 gluten free wafers in each of the glass votive cups. Place cup in the center of each paten. (Before Handling the Gluten Free wafer please wash your hands. After the LAST service dispose the unused gluten free wafers.

Fill both the Paten and round covered container with bread for the worship service.

Fill 6-8 trays of communion glasses with wine (ask Presiding Pastor for number of trays)

Fill the glasses 2/3 full.

Fill 3 plastic cups with white grape juice for each tray.

Provide two empty trays for the Acolytes.

Always use the tray with the handle as the top tray for each stack of trays carried to the altar.

Fill the altar chalice ¼ full and place on the altar.

Remind Acolytes to follow "Servers" to pick up empty glasses. We often have young people who have never assisted with Communion and they will need some guidance.

Bring communion elements to the Credence Table located by altar Table before worship.

During the Service

Stand along the back part of altar rail by curtain

You will receive the sacrament after the Presiding and Assisting Ministers have communed one another other.

Distribute the wine saying, "THE BLOOD OF CHRIST SHED FOR YOU".

When communion is finished, take all trays to the sacristy for washing.

After the Service

Save full glasses if there is a second service.

If a service does not follow the one you are serving, pour wine from full glasses back into the wine bottle

Altar Guild members will be in the sacristy to assist.

Supplies

Wine and white grape juice are located in the Staff Corridor of the Office area.

Bread is located in the top right hand cupboard of the sacristy.

If you cannot locate bread in the sacristy, there should be a supply of bread in the large freezer in the kitchen

If you need assistance with any supplies, ask one of the Pastors.

Summer Worship (2nd Service: Outdoors)

Fill the Chalice ¾ full with wine. Fill a second chalice ¼ full with grape juice. Fill the covered bread container with the "store bought" communion wafers. Place 2 gluten free wafers in a votive cup.

Bring wine and bread out to the outdoor worship table (or altar if we are indoors). Place a cloth or plate over the cups to keep out bugs and pollen.

Robing for 8:30 Service

Robes are used for the 8:30 service. Robes are not used for the 10:45 service.

Robes for "Servers" are located in back of Sacristy.

When you have completed preparation for the communion service, find a robe that fits properly. Use the ropes.

You may be seated in the 1st or 2nd row under the balcony.

Purses and other valuables should be left in the car or with you in the pew.