

COMMUNION ASSISTANTS

The Communion Assistants prepare and serve communion.

All supplies and communion ware are in the kitchen in the duly marked double cupboards. Wine and grape juice are on the appropriately marked shelf in the refrigerator.

PREPARE COMMUNION

1. Arrive ½ hr before start of service to prepare communion.
2. Wash your hands. This step is especially important to the health of gluten-free communers.
3. Prepare the bread.
 - a. Find the unsliced loaf of bread provided by our members for each service in the kitchen. If bread isn't provided, find extra bread in the freezer and thaw in the microwave. If the fresh bread turns up after the extra bread has been thawed, freeze the fresh bread.
 - b. Cut bread in half and place it on the plate and cover with a cloth.
 - c. If no bread is available, gluten-free wafers will be used by everyone. Place them in the 2 large wine goblets and cover with a linen cloth.
 - d. Place 4 gluten-free wafers in both of the two small round dishes. Place the dishes and the Gluten Free signs on each of the two trays that will hold the empty communion cups and filled grape juice cups.
4. Prepare the wine.
 - a. Fill 2 chalices with wine over a sink (since wine spills will stain the floor) and cover each with a cloth.
 - b. Fill the pitcher with wine over the sink and cover with a linen cloth. This pitcher is used by you or an acolyte during communion to refill the chalices as needed.
 - c. Fill about 30 glasses with grape juice over the sink and place 15 on each tray.
 - d. Fill 2 baskets with empty wine cups pulled apart and place one basket on each tray.
 - e. Find the clear bowls that will hold the discarded communion cups.
5. Prepare the table in the sanctuary.
 - a. Bring the covered bread and the wine pitcher to the table behind the altar.
 - b. Bring the 2 covered wine chalices to the table behind the altar.
 - c. Place each tray with the gluten-free wafers, empty cups, and grape juice on the inside shelf of the serving stands at the front of the center aisle in the sanctuary.
 - d. Place the clear bowls on the stands in each of the side aisles to collect used communion cups.
 - e. Place 4 empty communion cups for you and Pastor on the table behind the altar.
 - f. Double check that hand sanitizer is available for you on the table behind the altar.

SERVE COMMUNION

1. Move to the front to serve so there isn't a break in the flow of service.
2. Sanitize hands.
3. Pastor will commune all three servers first; one of you will then commune Pastor.
4. Pastor and one server will stand in the center aisle with bread (or chalices with gluten-free wafers.)
 - a. Tear bread (or pick up one wafer).
 - b. Place in recipient's hand.
 - c. Say "Body of Christ, given for you"
5. The other two servers will stand next to those serving bread with wine chalices and a cloth to catch drips.
 - a. Hold the cloth under the lip of the cup where you will pour.
 - b. Touch the chalice to the communer's empty cup (so it doesn't drip) and pour wine.
 - c. Say "Blood of Christ shed for you" to everyone including those with filled grape juice cups.
 - d. Use the cloth to catch drips and wipe up as necessary.
 - e. You or an acolyte may replenish the chalice with the wine pitcher on the table behind the altar.
6. When communion is finished, return bread and chalices to the altar, cover, and return to your seat.

AFTER THE SERVICE

1. Bring all items from the sanctuary to the kitchen.
2. Discard the used communion cups.
3. Put all soiled cloths in the marked container on the counter in the kitchen for the Altar Guild to wash.
4. Return un-used wine, grape juice, and wafers to their original containers.
5. Unless it can be used later that same day for the 2nd service, discard any remaining bread. Throw it outside for the birds or take it home, but do not freeze or leave it in the kitchen for someone else to use.
6. Clean, dry, and put away all plates, chalices, pitchers, bowls, and trays.

THANK YOU FOR MINISTERING TO OTHERS!

Adopted September 2012

BREAD

Instructions for providing bread for Holy Communion

One of the three people who have signed up for communion serving should be responsible for bringing bread.
If you would like to call someone else to bring for you that would be fine.

1. Make or purchase one large unsliced loaf of any kind of bread.
2. Place it in the kitchen cupboard marked COMMUNION...
3. ... no later than 30 minutes before the service and no sooner than 2 days before the service.

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Approved November 2012