

Communion Procedures

1. Servers' Duties

Charge Elder/Deacon:

- Call your serving team at least one week prior to the service to ensure that all can be there
- Attire: Men are asked to wear, slacks, a shirt and tie; woman are asked to wear a dress or pants suit. No jeans, please.
- Plan to arrive 30-45 minutes before the service to set up trays and stay a few minutes after the service to help with cleanup
- Assign order of seating and review areas to be served
- Ensure that the elements are up front on the Communion Table at least ten minutes before the service begins
- Attend training sessions to refresh yourself on the procedures and instruct others on your team

Other Elder/Deacon:

- Call a replacement if you are unable to serve and let the Charge Elder/Deacon know who will be serving in your place
- Attire: Men are asked to wear, slacks, a shirt and tie; women are asked to wear a dress or pants suit. No jeans, please.
- Plan to arrive 30 minutes before the service to set up trays and stay a few minutes after the service to help with cleanup
- Attend training sessions to refresh yourself on the procedures

2. Communion preparation

A communion service (excluding communion by intinction or special services such as Christmas Eve, Maundy Thursday, etc.) will require:

- Eight bread plates
- Eight wine trays (each carries 40 communion cups)
- Ceramic pitcher
- Ceramic goblet
- Cloth napkins

All of these items can be found in the kitchen drawer and cabinets marked “Communion”. The Communion elements (bread loaves and grape juice) will be waiting for the serving team in the church kitchen.

Please take a moment to wash your hands prior to the handling of the communion elements. Hand sanitizer is also available in the drawer marked “Communion”.

Bread: Using the two loaves provided, score each down the middle with a fork to allow the pastor to more easily break it in two during the service. Each loaf should be placed on the bread plates and covered with a cloth napkin.

Wine: Fill the wine trays with the plastic communion cups. Use the filling tool to fill each cup with grape juice. After filling, wine trays should be stacked in two stacks of four, and topped with the lid. **Be sure to also fill the ceramic pitcher with about a cup of grape juice.**

The elements will be placed on the Communion Table before the church service begins. Wine trays will be on the left and the bread plates will be on the right when facing the cross. The ceramic pitcher and goblet will be placed in the center of the Communion Table.

3. Serving Communion

Elders and Deacons serving communion are asked to sit in the front rows on the far right section during the church service.

After the Words of Institution, the pastor(s) will step down to serve communion to the scheduled Elders and Deacons. When they are finished serving, the pastors will return to the Communion Table. The first eight servers will then approach the Communion Table to receive the bread to distribute.. It is important that #4 and #5 position themselves at the center of the table, facing the pastor(s). The pastor will hand two bread trays at a time to #4 and #5 and then they will hand off to the person on their left or right, respectively. Please note that when the pastor instructs the eight servers to go out into the congregation and serve it is important the #1 through #4 turn to their LEFT and #5 through #8 turn to their RIGHT. (Goal: Do not bump into each other!) #9 and #10 will move to their positions in the center aisle.

As you are serving the bread, at each row say, **“The body of Christ, broken for you.”** After the bread has been served, the servers will line up #1-8 on the back right side of the sanctuary and proceed back to the Communion Table. Each server will carry his/her own bread tray back and hand it to the pastor, lining up to receive the “wine”. #9 and #10 will return to their positions in the center aisle.

As you are serving the “wine”, at each row say, **“The blood of Christ, shed for you.”** After the “wine” has been distributed, two servers will each carry a single wine tray back to the Communion Table before sitting down. The other servers will take the remaining trays directly to the kitchen. They may return to their seats during the singing of the last hymn, if desired.

4. Sanctuary Layout

A layout of the sanctuary is attached to these instructions. Extra copies of this layout (and the procedures) can be found in the kitchen drawer marked “Communion” or online at www.shpc.org.

5. Special Services

Communion is served at special services throughout the year for occasions such as Ash Wednesday, Maundy Thursday, Easter, and Christmas Eve. Because there may be changes due to attendance size or sanctuary layout for these services, the pastor(s) and/or worship committee will instruct the serving team as to how to prepare and serve at these times.

6. Communion by Intinction

Communion by intinction is reserved for services in which the worship leader(s) feel that the service will be more meaningful if the congregation experiences communion in this way. The pastor(s) or the worship committee will contact the Charge Elder/Deacon in the event that a regularly scheduled communion service will be changed to communion by intinction. At that time, the pastor(s) or worship committee will inform the Charge Elder/Deacon of how many stations are needed and how many servers are required.

A communion served by intinction will require:

- Ceramic pitcher
- One goblet per intinction station
- Two bread plates
- One cloth napkin per intinction station

All of these items can be found in the kitchen drawer and cabinets marked "Communion". The Communion elements (bread loaves and grape juice) will be waiting for the serving team in the church kitchen.

Please take a moment to wash your hands prior to the handling of the communion elements. Hand sanitizer is also available in the drawer marked "Communion".

Bread: Using the two loaves provided, score each down the middle with a fork to allow the pastor to more easily break it in two during the service. Each loaf should be placed on a bread plates and covered with a cloth napkin. You will need to store additional napkins under each loaf, depending on the number of stations needed.

Wine: Fill the ceramic pitcher with enough grape juice to give each goblet an adequate amount for distribution during the service. The filled pitcher and empty goblets can be taken to the Communion Table.

The elements will be placed on the Communion Table before the church service begins. "Wine" will be on the left and bread on the right when facing the cross.

Elders and Deacons serving communion by intinction are asked to sit in the front row(s) on the far right section during the church service.

After the Words of Institution, the pastor(s) will step down to serve communion to the scheduled Elders and Deacons. When they are finished serving, the pastors will return to the Communion Table, followed by the servers. Servers will receive the bread or the cup to distribute, and proceed to their positions in the sanctuary (one bread server and one cup per station). If you are looking at the front of the sanctuary; then the bread server is on the left and the wine server is on the right at each station.

If you are serving bread, please break off a small piece of bread and give it to each person. For each person served say, "**The body of Christ, broken for you.**" If you are serving the "wine", for each person served say, "**The blood of Christ, shed for you.**" Servers will remain stationary as the congregation members come forward to receive communion. Please be aware of anyone in your serving area that may be unable to come up to receive communion, as you will need to bring the bread and cup to him or her. When all have been served, servers will return the goblets and leftover bread to the Communion Table and return to their seats.