

COMMUNION PROCEDURES – Revised 2016

1. An annual schedule of communion services will be established by the Ministry staff. Once these dates are set the Head Coordinator (Office Manager) will send them to the Coordinators and they will be asked to choose a communion Sunday to coordinate.
2. Eight (8) communion servers (two of which are clergy) are required for each communion service. A list of servers comprised of members/ adherents of St. David's is available for each coordinator. The Coordinator will contact **6 servers** in advance and check with the clergy to ensure that both will be available to serve communion. If you want, ask one server to help with preparation, and one to help with clean-up.
3. **Coordinator will not serve communion to allow the freedom to monitor and watch the stations for refill plates if required.**
4. The Coordinator will supply a list of server names to the Office Administrator after the communion service so the Servers Excel documents can be updated.

PREPARATION OF ELEMENTS

The ministers will request the method using chalices (intinction), or using the little glass cups for Presbyterian style.

1. One litre of Juice and 3-4 loaves of bread, and a **round medium sized loaf for the breaking of bread**, should be purchased by the Coordinator. Juice and fresh bread should be purchased along with a box of rice crackers for gluten free plate.
2. A cheque requisition can be filled in for any costs incurred.
3. **4 chalices** or (Six(6) juice trays) and **Six (6) bread plates** will be prepared. Chalices, communion trays and glass cups, and bread plates are situated in the credenza in the foyer. The key for the Credenza is kept in an envelope in the Worship mailbox. (For Presbyterian Style communion - the plastic bottles to fill the cups are

in the communion cupboard in the kitchenette. Plastic cups are available in the top cupboard in the kitchenette for very large services if needed.)

4. Fifty (50) 1 ½" pieces of diced bread should be placed on each plate covered by a napkin. (If using Presbyterian style the little cups will be filled using plastic fill bottles.)
5. A gluten free alternative plate with wafers and water should be prepared or bread if it has been prepared in a gluten free kitchen.
6. The ceramic plate with chalice and loaf of bread (covered by a napkin) accompanied by a jug of juice should be prepared.
7. Napkins are located in the communion cupboard in the kitchen.
8. It is up to the coordinator to cut bread when it is convenient. Bread could be cut and left in plastic containers with lids or covered with plastic wrap. The plastic can be removed on Sunday morning. Chalices should be ready in the kitchenette, juice can be poured in them Sunday morning.
9. (If using Presbyterian style -cups with juice could be prepared on Saturday/Sunday and placed on the Communion Table. Remember to place the lid on the top trays if they are being used.)

PREPARATION OF SANCTUARY - Sunday

1. 4 chalices or (Six (6) trays) and five (5) plates of bread covered with napkins are placed on the communion table Sunday morning or Saturday. Two plates of bread half-filled remain on the table at the back of the sanctuary to be used for refills if required.
2. The alternative plate with wafers and water is set on a pedestal at the front right close to where Team 1 will serve.
3. If trays and plates are used, five baskets will be placed on chairs close to each station for people to place glass cups. Baskets are located in a closet by the stairwell leading to the sound area. Line the baskets with plastic wrap to prevent juice drips staining the baskets.

4. Coordinator informs ushers on Sunday morning to offer the congregation guidance during communion. Two ushers go to front to direct people to front stations and two to the very back to direct people to back stations. Thus, the ushers will meet mid-sanctuary. No usher is required for the balcony.
5. The ceramic plate with loaf of bread (wrapped in plastic to be removed, covered by a napkin) accompanied by the empty chalice is placed on the table at the back of the sanctuary Sunday morning to be brought forward by the Coordinator during the offering hymn. The chalice is placed on the communion table. Coordinator will follow the ushers up to the front and remain until after the offertory hymn and then give the elements to the minister.

SUNDAY COMMUNION SERVING PROCEDURES

There are always four stations, two in the front, one in the back and one in the balcony. Team 1 will always be the clergy and will be situated on the right front of the sanctuary, Team 2 next to the organ, Team 3 at the back mid aisle and Team 4 will serve the balcony area. Each team is comprised of two servers.

When servers are contacted they should be asked to gather in the TM room no later than 9:15 a.m. for instructions by the Coordinator.

1. Coordinator will assign servers to teams and stations and explain the procedures on the instruction sheet. Please hand to each team the instruction sheet for servers if needed, attached to the end of this document. It may be helpful to actually go into the sanctuary and point out to the servers where each team will stand.
2. Coordinator will ensure that all trays, plates and baskets are gathered after worship, cleaned and put away. If used, plastic cups can be thrown away. If there are glass cups they will need to be rinsed and then and sterilized using the racks.

DUTIES FOR COMMUNION SERVERS

Preparation

Servers please gather in the TM room around 9:15 a.m., as requested by the Coordinator.

Communion Coordinator will assign you to a team and indicate the station that you will serve. There will be two servers per team.

The front row chairs on both sides of the sanctuary will be reserved for the servers. Please sit there directly at the beginning of the service.

Once the clergy completes the liturgy and invites the congregation to come forward to share the meal, the servers come forward to stand at the base of the steps. Remain there as clergy hands you the plates and chalices.

Once all servers have received the elements then Team 3 will move to the back of the sanctuary with Team 4 to the balcony. Team 1 (ministers) and Team 2 will move to the front locations, organ and pulpit sides.

Service

- You may say “the Bread of Life” and “the Cup of Blessing”, or the words printed on the trays, or any other appropriate words.
- Please serve each other after the congregation has been served.
- If you run out of bread or juice, retrieve the spare elements from the altar table at the front, or the back table. Wave to the coordinator at the back if extra elements are needed, or direct people to the station beside you.
- Team 2: Choir will come to station 1 or 2 after singing.
- Team 2: Please serve the choir director, organist and any other players if needed. You may need to go to them as they are playing.
- Team 4: After serving the balcony, please serve anyone holding up their hand needing the elements at their seat, and then return to the back of the sanctuary, as your remaining elements may be needed to replenish the stations.

Conclusion

When Teams 3 and 4 are finished serving the congregation and themselves, please gather at the back of the sanctuary and remain there until everyone has been served.

When the clergy team moves to the communion table then the teams can come forward to stand at the base of the steps. The clergy will come and retrieve the elements and place them on the table. After all the elements have been returned to the table the servers may be seated.

Diagram

Organ

Communion Table

Pulpit

Station 2
Team 2

Station 1
Team 1
(Clergy)

Station 3
Back of Sanctuary
Center Aisle

Station 4
Balcony