

COMMUNION SERVERS

- Arrive at church 30 minutes before the start of worship.
- Put on your nametag.
- Communion supplies are located in main kitchen in upper cabinets to left of stoves.



PREPARE FOR COMMUNION

- Wash hands.
- Remove two ceramic plates & four ceramic cups from Communion cabinets (left half of bottom shelf).
- Open two packages of wafers (gluten free crackers), placing contents onto communion plates (one package per plate).
- Cover each plate of wafers with a gold-embroidered cloth (in drawer below communion supplies); take plates into Sanctuary and place on communion table.
- Extra wafers: If plastic container inside rectangular basket isn't full, open a third package of wafers and fill plastic container, leaving cover off of container. [These will be brought to the communion table in the sanctuary in case extras are needed in worship.]
- Cover extra wafers with gold-embroidered cloth.
- Remove wine and white grape juice from refrigerator.
- Pour wine into the two light green ceramic cups and grape juice into the two brown ceramic cups (fill each cup about 2/3 full).
- Place wine cups and basket with container of extra wafers on plastic serving tray.
- Use one gold-embroidered cloth to cover all four cups.
- Place tray on communion table in Sanctuary.



SERVE COMMUNION

- As soon as Pastor says “the table is ready”, go up to the communion table.
- Sanitize hands (a ½-pump is plenty).
- Pastor will serve communion to each assistant, then one assistant will serve Pastor (note: if there are two services, Pastor will commune during first service).
- Ask Pastor which pair of servers will commune those who can’t come up front for communion and which pair will serve the pianist, singers and other musicians.
- If you are serving the bread, hold plate out to communicant (s/he will take her/his own wafer), say “**The body of Christ, given for you.**”
- If you are serving the wine and grape juice, hold cups low enough that communicant can see contents (s/he will touch her/his own wafer to the wine/grape juice), say “**The blood of Christ, shed for you.**”
- Once everyone is through the line, go with your partner to serve those who couldn’t come forward or the musicians (whichever Pastor designated for you to do.)
- When finished serving communion, place cups and plates on communion table and cover with gold-embroidered cloths.

CLEAN UP FROM COMMUNION (after worship service is finished)

- Bring all items from Sanctuary to kitchen.
- Discard remaining wine and grape juice (DO NOT save it for reuse), wash out cups and return to cabinet.
- Place all leftover wafers into “Extra Wafers” container, making sure the container is sealed all the way around (if they don’t all fit, put excess in a Ziploc bag), place container in basket and return to cabinet.
- Wash plates and return to cabinet.
- Put soiled linens in marked container on counter below communion supplies cabinet.
- Wash tray and place below communion supplies cabinet.



NOTE: If any supplies are running low, please leave a note on the desk of the office manager (in front of the monitor).

Thank you for serving today!