

Communion Service

Communion Preparation by Elder - For communion served to members of the congregation while seated in the pews

MATERIALS

The church has the equipment necessary to serve a maximum of 280 people. The service materials for Communion are kept in the sacristy directly behind the pulpit in the gray metal cabinet nearest the fire escape door. Materials include:

7 cup trays (each holds 40 cups)
2 cup tray bases and 2 cup tray covers
7 round silver bread plates
2 oblong bread trays
2 silver chalices
1 silver pitcher (not footed)
Disposable cups
3 White table cloths (tablecloths are hanging on the wall opposite the cabinet)
Paper Napkins

These instructions are for communion served to the congregation seated in pews (as usually served on Sunday morning). If you are preparing for Saturday evening and Sunday morning, please adjust amounts to purchase.

PURCHASE

One large loaf of sliced of Italian or French bread unless you are preparing Scottish communion bread
One uncut loaf of French bread to use for ceremonial breaking of bread
One large can or bottle plus one medium can or bottle of purple grape juice

INSTRUCTIONS FOR PREPARING FOR COMMUNION

Allow plenty of time to prepare for the service. You will need as much as **an hour** to prepare on Sunday morning, and it is helpful to have the preparation finished a half an hour before the service since the choir is practicing and people will begin to arrive. **It is probably best to do your preparation on Saturday.**

- **Communion Bread**

If you purchased loaf bread, the safest procedure is to cut the bread cubes the day before the service and put them in small plastic bags (40 cubes in each) until Sunday morning. Each cube should be $\frac{1}{2}$ inch to $\frac{3}{4}$ inch. Prepare at least 280 cubes. Having too many cubes is not a problem, but too few could be! (An alternative is to prepare Scottish communion bread. The recipe is included with these instructions.) I find the sliced loaves of Italian Bread better because it is thicker. It is easier to cut if it is bought a couple of days in advance.

Place a loaf of bread on the oblong tray to be used for the symbolic breaking of bread. This loaf should not be cut, but do partially fork-cut it through the center from the bottom.

- **Cup Trays:**

Fill 280 cups for 7 trays, using the dispenser in the cabinet (or a pitcher, if you prefer). Pour a cup or so of juice into the silver pitcher (not the chalice).

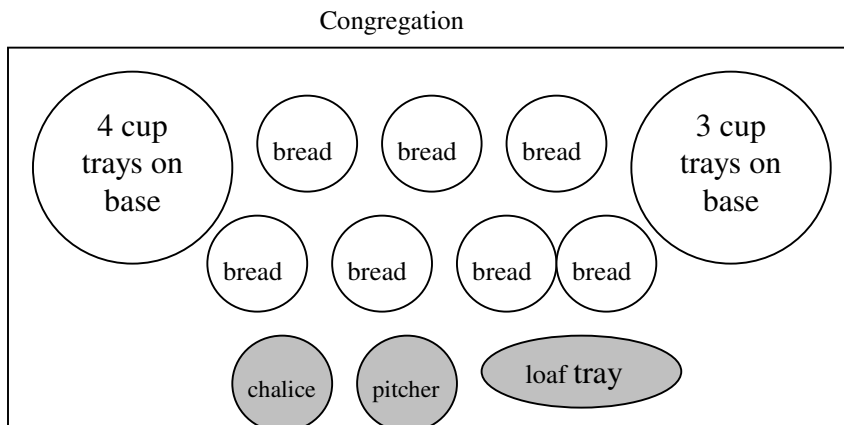
- **Communion Table:**

- Remove the parament from the communion table and cover the table with a white, ironed tablecloth. If possible, put the cloth **under** the glass cover.
- Divide the bread cubes among 7 round bread trays and place the symbolic uncut loaf on the oblong bread plate. Cover this loaf with a napkin.
- On the table place the bread plates, pitcher, and chalice. On one end of the table stack 3 cup trays on a tray base and cover with a tray cover; put 4 cup trays on the other end in the same manner. A diagram

for the arrangement of the elements on the table is on the door of the gray metal cabinet which holds the communion materials and is at the end of these instructions.

- On the side near the organ place the small oak table; the ushers will place the offering on this table.
- **After the service:**
 - Please see that all materials are collected from the pews and the table. Clean all these materials and return them to the storage cabinet by the next Sunday.
 - Place silver chalice and bread tray on the table.
 - Do **not** put any of the silver pieces in a dishwasher. Please return clean materials by the following Sunday.
 - Remember to count the number of cups served and report this number to the communion coordinator who will report the number to the next session meeting.

Diagram For Setting Up Communion Table for Serving Congregation While Seated



Communion Preparation by Elder - For communion served by Intinction

MATERIALS (In the cabinet in the sacristy)

Woven tray

4 Olive Wood cups / 2 Ceramic cups

Ceramic pitcher

Napkins – One beside each cup and two beside each loaf of bread

PURCHASE

Grape juice to fill the pitcher (1 medium sized bottle or can)

2 loaves of bread (fork split from the bottom of the loaf)

PREPARATION

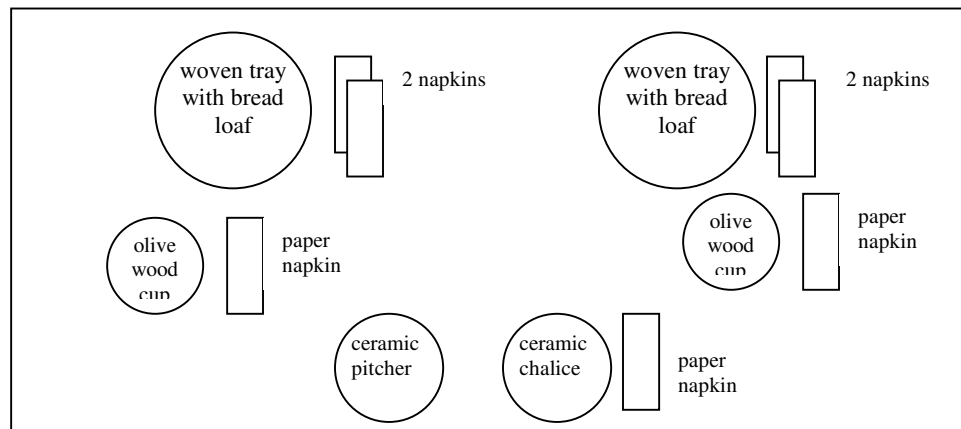
- Remove the parament from communion table. Cover the table with either the red or blue cloth hanging in the sacristy. Put this under the glass, if possible.
- Fill the ceramic pitcher with grape juice. Fill the two olive wood chalices with grape juice. Do not fill the third chalice; this will be filled during the service.
- Place the uncut loaves of bread on the woven mat(s). Fork cut from the bottom half way through. Cover each loaf with a napkin and place two napkins next to each loaf.
- Arrange the items on the communion table according to the diagram below.
- On the side near the organ place the small oak table; the ushers will place the offering on this table.

After the service:

- Please see that all materials are collected from the pews and the table. Clean all these materials and return them to the storage cabinet by the next Sunday.
- Place silver chalice and bread tray in the center of the table.

Diagram for setting up Communion Table for Service by Intinction

Congregation



10/11/2007

Communion Preparation by Elder - For communion served in the front

MATERIALS (In the cabinet in the sacristy)

Loaf tray
Ceramic chalice
Ceramic pitcher
Minimum of 2 cup trays
2 Baskets for empty cups (in sacristy)
Napkins – One beside each cup and two beside each loaf of bread

PURCHASE

Grape juice to fill the pitcher and required number of cup trays
1 loaf of bread (fork split from the bottom of the loaf)

PREPARATION

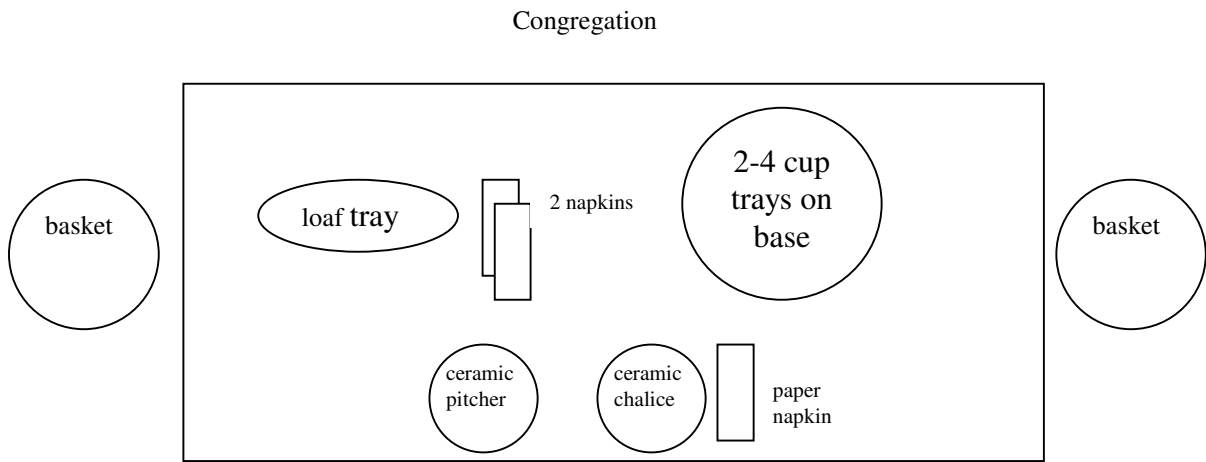
- Remove the parament from communion table. Cover the table with either the red or blue cloth hanging in the sacristy. Put this under the glass, if possible.
- Fill the ceramic pitcher with grape juice.
- Fill the required number of cup trays with grape juice (each tray serves 40)
- Place the uncut loaf of bread on the bread tray. Fork cut from the bottom half way through. Cover it with a napkin and place two napkins next to it.
- Arrange the items on the communion table according to the diagram below with the two baskets on the floor, one on each side of the communion table. Line the baskets with napkins to catch drips.
- On the side near the organ place the small oak table; the ushers will place the offering on this table.

After the service:

- Please see that all materials are collected from the pews and the table. Clean all these materials and return them to the storage cabinet by the next Sunday.
- Place silver chalice and bread tray in the center of the table.

Diagram for setting up Communion Table for Service in the Front

This is the method usually used to serve communion on Saturday evening



Scottish Communion Bread

Blend until light: 1 cup sugar
 ½ cup shortening
Add and combine: 1 egg
Sift together: 3 cups flour
 2 teaspoons baking powder
 pinch of salt

Add dry ingredients and ½ cup milk alternately to sugar mixture. Dough will be stiff.

Pat into an ungreased jelly roll pan (16 x 11) or cookie sheet with sides. Bake at 325 degrees for 20 minutes or until light brown. Cut into ½“ squares immediately. Makes over 200 squares.

Instructions for Serving Communion to Congregation seated in pews.

- On the Sunday morning you are to serve Communion, if possible, arrive a few minutes early and let the Communion Coordinator know that you are available to serve, and double check your position number on the front pew.
- During the last verse of the hymn preceding the Communion Service, leave your seat, come to the front, center pew, and take your assigned position. Occasionally, this hymn is omitted; if that is so, check with the Communion Coordinator or pay close attention to ascertain when to go to the front.
- Sometimes the choir sings as part of the Great Thanksgiving, and servers in the choir will join the other servers following their singing. Other servers should not wait for them.
- At the appropriate time in the service, the Pastor will indicate to the servers that they should stand. Servers 1-7 should extend their hands to receive a tray. (Server 8 will be one of the servers for the choir and will not need to take a tray.)
- Server 1 will serve the Pastor(s), Liturgist, and Organist and proceed to the left pew section and begin serving. At that point the other servers should move to their sections and begin serving.
- When all members of the congregation have been served, the servers should return to the front pew; the Pastor will collect the bread trays and distribute the cup trays. Service of the juice will proceed in the same manner as the bread with the following exception.
- The children from Godly Play will generally be seated in the front pews of the left (organ-side) section. When serving the cup trays, Servers 1 and 2 should begin serving behind the children and, when finished the section, return to the front to serve the children so that they do not need to hold the cup as long.
- After the juice trays have been collected, the Pastor will indicate that the servers should be seated. The Pastor(s) will then serve both bread and juice to the servers. If only one pastor is present, Server 1 will serve the bread to serving elders.
- Servers who are choir members will return to their seats in the choir during the closing hymn; other servers will remain on the front pew until after the benediction and choral response.

Instructions for Serving Communion by Intinction Using 3 Stations

For this service, there will be 4 elders/deacons and 2 pastors. Stations and procedures will be as follows:

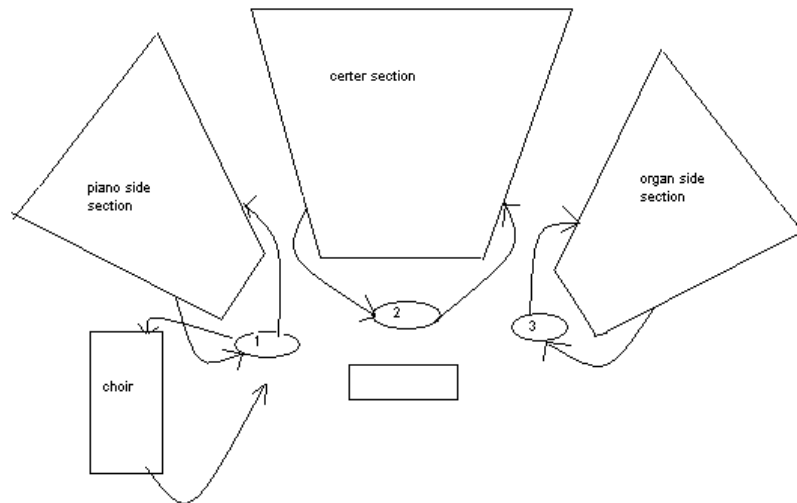
Station 1 – End of “center” aisle, near piano – 2 Elders/Deacons or Pastor and 1 Elder/Deacon

This station will serve the choir first, then the congregation in the side section as the usher directs them forward. The usher will invite persons seated in the congregation to go forward on the wall aisle and return to the pew using the center aisle. The bread server should have the cup server on his/her right side.

Station 2 – In front of communion table – Pastor and Elder/Deacon

An usher will invite persons seated in center section to go forward using the aisle on their right. They will commune and return to seats via other end of the pew, i.e. east (organ) side. The bread server should have the cup server on his/her right side.

Station 3 – End of “center” aisle, on east (organ) side – 2 Elders/Deacons or Pastor and 1 Elder/Deacon
An usher will invite persons seated in the east (organ side) section to go forward on the wall aisle and return to the pew using the center aisle. The bread server should have the cup server on his/her left side.



Instructions for Serving Communion in the Front

This is the method usually used at the Saturday evening service.

At the time these instructions are being written, we do not have an associate pastor and the number in the congregation requires only one pastor, one elder, and one young person.

For this service, there will be 2 Pastors, 2 Elders/Deacons (or 1 Pastor and 3 Elders/Deacons), and 2 Youth. The two pastors (or pastor and elder/deacon) will stand in front of the table with the two halves of the broken bread loaf. The elders or deacons with the cup trays will stand about ten to fifteen feet away from the pastors (one on each side), giving room for a flow and time for eating the bread). A youth will stand just beyond the elder/deacon with the basket for the discarded, empty cups. After all who are able to come to the front are served, a pastor and one of the deacon/elders will serve those who cannot come to the front and the organist. After all the people are served, the elders/deacons and youth will sit in the first row, where the pastors will serve them. Finally, the pastors (or the pastor and elder/deacon) serve each other.

As each person takes a piece of bread, the pastor(s) and elder/deacon should name the person (if possible) and say: “Jane, the body of Christ, broken for you” or “John, the body of Christ, the bread of heaven.” As each person takes a cup from the tray, the elder/deacon should name the person (if possible) and say “John, the cup of salvation” or “Jane, the blood of Christ, poured out for you.”