

COMMUNION



OVERVIEW

Communion by CUPS

See directions on page 12.

Communion by INTINCTION

PREPARING COMMUNION *(see Handbook pg. 13)*

Duties are assigned based on the communion schedule (see addendum). Two people are assigned to preparation duties. The team prepares for the communion, sets the table for each service and cleans up afterwards.

Elders purchase the bread, rolls and juice but can be reimbursed through the office (give receipt to church administrator).

SERVING COMMUNION *(see Handbook pg. 18)*

- If you are unable to serve, it is your responsibility to find a substitute (perhaps trade dates with another elder) and notify Anne Marie Stirewalt (2annemarie@comcast.net) of the change as she assigns places prior to entering the sanctuary on Communion Sunday.
- COMMUNION SUNDAY: Elders meet in the Memorial Garden hallway. Duties (placement) are assigned and the pastor leads the elders in prayer.
- Elders sit on the front pews of the sanctuary.

WORDS SPOKEN DURING COMMUNION

- Pastor (bread): ***“This is Christ’s body broken for you.”***
- Elder (cup): ***“This is Christ’s blood shed for you.” or “The cup of salvation.”***



CUPS

REPARING AND SERVING COMMUNION

Communion needs to be prepared **BEFORE** Sunday as some members for the congregation arrive early.

PREPARING COMMUNION

MATERIALS – located in credenza in Gathering Space

1. BOX OF CUPS: in credenza
2. BASKETS: 3 baskets



PREP DIRECTIONS (Friday or Saturday)

1. Put communion cups (enough for both services) in 3 baskets.
2. Place baskets in the usher's room in the narthex.
3. "Score" the bottom of the bread. Place on the table with the "score" facing the front of the church so pastor can pick bread up and pull it apart easily.
4. Prepare the table in the chancel by placing (1) a cup in the goblet, (2) round bread on the plate, (3) communion cups on the table for each pastor (both service), (4) 10:30 - cup for elder reader, (5) 10:30 - cups for choir
5. Plastic pew bags are used by congregation to dispense of their used communion cup. Place a plastic bag at each end of the pew.
6. SUNDAY: after the 8:30 service (1) make sure the baskets contain enough cups for the 10:30 service and (2) replace used plastic pew bags for the 10:30 service.

SERVING COMMUNION

1. Servers stand at the front door and both transept doors.
2. Offer each member of the congregation a communion cup.
3. Just before the worship service begins, the server walks throughout the sanctuary to make sure everyone has a communion cup.
4. During the service, the pastor will ask if everyone has a cup. Be ready to give a cup to anyone who raises their hand in the main sanctuary and transepts.

8:30 & 10:30 - Make sure communion cups for the pastors are on the table.

10:30 - Give a communion cup to (1) elder reader and (2) members of the choir.

SUMMER service is one service at 10:00 AM. Follow procedures for 10:30 service.

INTINCTION

PREPARING AND SERVING COMMUNION

PREPARING COMMUNION

MATERIALS – credenza in Gathering Space

1. plate: 1 plate used for demonstration
2. large baskets: 6 baskets
3. goblet: 7 goblets
4. tablecloth: 1 tablecloth (there is an extra tablecloth in the credenza)
5. napkins: 6 napkins



MATERIALS – kitchen

1. 2 Round breads (one for each service)
2. Gluten free bread
3. Grape Juice

PREP DIRECTIONS (May be done a day ahead)

1. Follow directions for cutting bread
2. “Score” the bottom of the bread so the pastor can easily tear it apart during the instructions.
3. Put tablecloth on table

PREP DIRECTIONS (Sunday Morning)

1. 8:30

- round bread on the plate with the “score” facing the front of the church so pastor can pick bread up and pull it apart easily
- juice in 3 goblets
- napkins in 2 large baskets for pastors
- bread in 2 large baskets for pastors (**overflowing**)
- Follow directions for setting table

2. 10:30

- place round bread on the plate with the “score” facing the front of the church so pastor can pick bread up and pull it apart easily
- juice in 7 goblets
- napkins in 6 large baskets for pastors/elders
- bread in 2 large baskets for pastors (**overflowing**)
- Follow directions for setting table

DIRECTIONS FOR CUTTING BREAD FOR COMMUNION BREAD

Average attendance is 350. (50-80 at 8:30am service & 250-300 at 10:30am service)

Needed for preparation:

- electric knife
- 4-5 packages of honey wheat bread



- Cut bread as shown.
- Each slice of bread = 6 pieces
- Each package = 90 pieces

Canyon Bakehouse Country White gluten free bread is available at Winn Dixie and Harris Teeter. Leftovers may be bagged and stored in the freezer. Mark with date.



- Remove Crusts



- Cut in rectangles. 6 per slice.



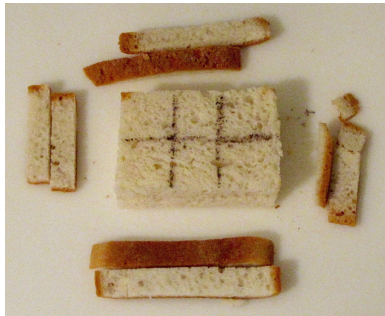
LARGE ROUND BREAD

- This bread is used by the pastors during the demonstration. Lightly score the bottom of the bread so pastor can easily tear it apart.

GLUTEN FREE BREAD



- CANYON BAKEHOUSE gluten free is the best tasting gluten free bread. People prefer Honey Whole Grain.
- Left over bread must be bagged and frozen as the bread is made without preservatives.



- Cut off crusts.
- Cut bread into 6 pieces.

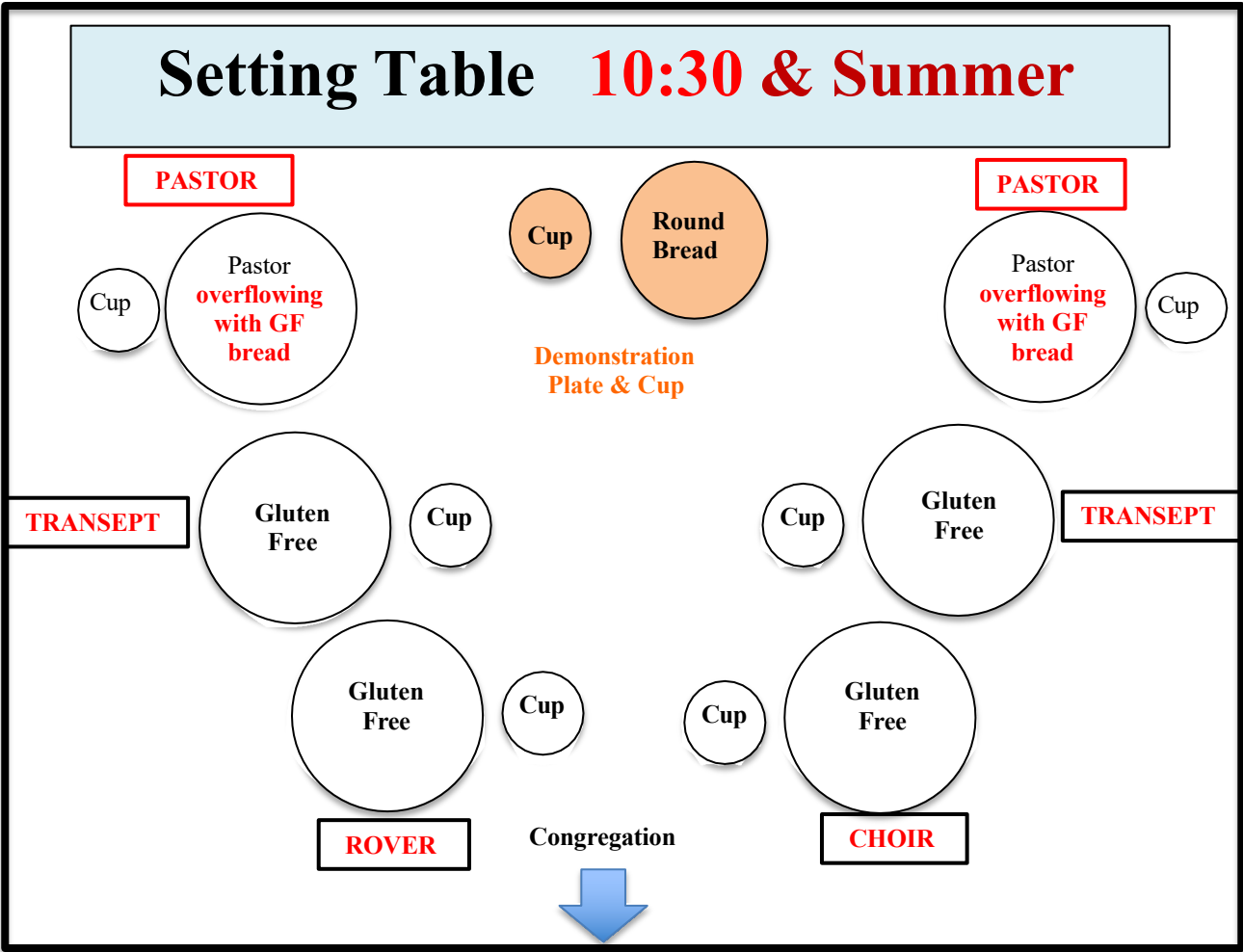
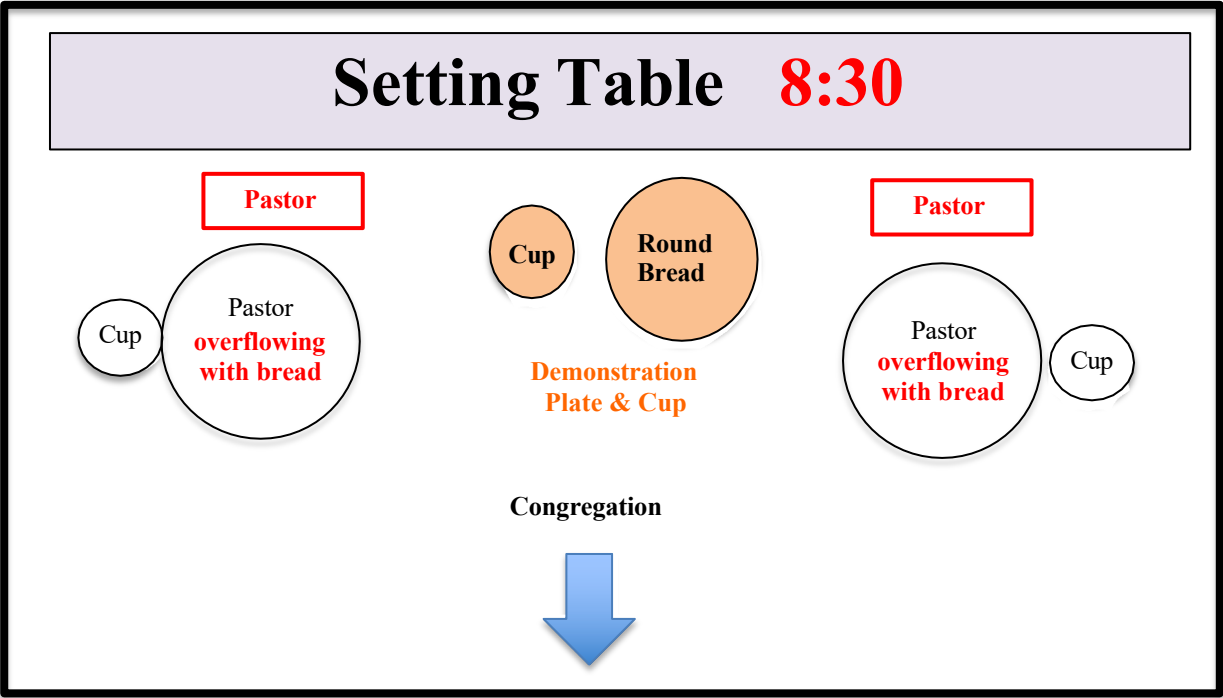
COMMUNION FOR THE WORSHIPERS WANTING GLUTEN FREE COMMUNION.

- Place bread in a basket (use small basket) and place on pedestal. Parishioners can reach for the bread or ask the pastor of bread.

III. Clean Up

- a. Clean Up (after 1st Service)
 - i. Take bread baskets and plate to kitchen.
 - ii. Replace round bread.
 - iii. Refill bread baskets.
 - iv. Take any goblets with breadcrumbs floating in juice to kitchen, rinse, refill.
 - v. Return communion supplies to communion table.
- b. Clean Up (after 2nd Service)
 - i. BREAD - Place bread in freezer bag, label with date and put in freezer.
 - ii. PLATE & GOBLETS - Wash/dry serving pieces and return to communion cabinet in gathering space.
 - iii. NAPKINS - Fold napkins, place in plastic bag and return to communion cabinet in gathering space.
 - iv. TABLECLOTH - Fold tablecloth and return to communion cabinet in gathering space.
 - v. Return brass chalice, brass plate and brass cross to communion table.

***If napkins or tablecloth need to be cleaned,
please take them home, wash & iron them and return to church.***



SERVING COMMUNION BY INTINCTION

COMMUNION

Elders sit on front row
 (8:30) 1 2
 (pastor gives elders bread basket and cup)

 (10:30) 1 2 3 (aisle) 4 5 6
 (pastor gives elders bread basket and cup)

DUTIES BY POSITION

8:30 Service	10:30 & Summer Service
2 pastors & 2 elders - Pastor hold bread baskets - Serve transepts before main sanctuary #1 - (lectern) assist pastor by holding cup #2 - (pastor) assist pastor by holding cup - If someone is unable to come forward, the pastor and elder will serve them at the end of communion.	2 pastors & 6 elders - Pastor hold bread baskets #1 – (lectern) assist pastor by holding cup #2 - serve left transept choir #3 - rover invites congregation to come forward, serves those unable to come forward and serves AV person #4 – serve choir (organist and front row) #5 – serves right transept and nursery #6 - (pulpit) assist pastor by holding cup

WORDS SPOKEN DURING COMMUNION

- Bread: *“This is Christ’s body broken for you.”*
- Cup: *“This is Christ’s blood shed for you.” or “The cup of salvation.”*

SERVING COMMUNION BY INTINCTION

