

Communion

PREPARATION

Deacons should plan to meet about 45 minutes before the service on Sunday to prepare. Deacon 1 will purchase a loaf of sliced white bread. Remove crusts from bread and cut into 3/8" or 5/8" squares before coming to church. The Communion Loaf or pita should also be purchased by Deacon 1. A loaf of Gluten Free bread is kept in the freezer, only one or two slices is necessary, place a few pieces in a small cupcake cup on each tray. Deacon 2 should ensure that a supply of wine (Manischewitz) and grape juice is on hand.

When setting up for Communion, carefully move the Communion table to the Sanctuary floor as follows:

- Move it away from the choir railing to within a foot of the edge of the dais. From the back of the table, carefully tip it backwards toward you and lower it to the floor. Watch out for your back and toes!
- Move it forward on its back so that the legs protrude over the edge of the dais about two feet.
- Go to the front of the table, standing on the Sanctuary floor and pull the front edge carefully toward you so that the table tips slowly and the rear legs touch the floor. Then pull the table up level. Allow space for the Pastor to walk behind it.
- Center table on the center aisle, observing from the back of the Sanctuary.
- Put the small harvest table behind the Communion table on the dais and put the cross and candles on top and bible on the lower shelf. If space permits, the flowers may go on the left and right so that the flowers are lower than the cross. The flowers may also be placed on small wire stands near the lectern and pulpit if necessary. **Nothing is to be placed on the altar rail.**
- Cover the Communion table with the long white cloth and lace overlay (found in garment bag in the hallway leading to the Sacristy).

THE COMMUNION TABLE SHOULD BE SET WELL BEFORE THE SERVICE BEGINS

- Fill five trays of glasses (four when choir not in session) with wine and grape juice using the funnel-like dispenser found in the cabinet. **REMEMBER** only the outer ring of each tray should be filled with WINE, the inner rings with GRAPE JUICE. If the service is expected to be crowded, fill the sixth tray.
- The wine tray with the 3 full trays goes on the right side of the table facing the organ (includes tray for choir).
- Put doilies on the four or five round silver bread plates, fill with bread and cover with cloth napkins, and place on the Communion table as shown in the diagram located above the Communion cabinet in the Sacristy.
- Put the silver chalice and the oval bread dish with Communion loaf, with cloth napkins covering each, on the table in the Narthex.
- Place the pitcher (*filled with a small amount of wine*) on the table.
- Put a small glass dish with bread and a second dish with wine on the right side of the organ or piano keyboard.
- Make sure that hymnals and bulletins are on the front pews for servers.

PROCEDURE FOR SERVING COMMUNION

All servers will assemble at the rear of the center aisle at the beginning of the Hymn of Preparation. Servers #1 and #2 will obtain the bread dish and chalice from the table in the Narthex. Server #1 will carry the bread and #2 will carry the chalice forward. Start down the aisle as soon as all are assembled. After reaching the Communion table, Servers #3, #4, and #5 stand at the front pews leaving room for #1 and #2 (Right side order from center is #2 #4 #5; left side order from center is #1 #3). Servers #1 and #2 place bread and goblet on Communion table. Uncover the bread and goblet, folding the cloths and placing them behind the wine trays. Continue uncovering all the bread and fold all the cloths. Remove the wine tray covers and place them on the

folded bread cloths. Rejoin the other servers in the pews, remain standing to complete the hymn if necessary, and be seated in unison.

Order of procession, serving, and return to the altar....

***** Please note the position in which you should be standing *****

O R G A N

DOWN THE AISLE

(First time)

1 2
3 5
4

DOWN THE AISLE

(Second and Third Times)

3 5
4
1 2

STANDING IN FRONT ROW

3 1 2 4 5

Servers remain seated while the Pastor breaks the bread. All stand in unison to receive the bread plates when the Pastor reaches for the bread plates.

Servers #1 and/or #2 will serve bread to the Pastor and Assistant (if present) depending on which side of the Communion table they sit. (Other servers wait while #1 and #2 serve.) Then together all servers move to serve the congregation.

#1 serves the center aisle on the Round Room side

#2 serves the center aisle on the window side

#3 serves the outside aisle on the Round Room side

#4 serves the choir and the Round Room

#5 serves the outside aisle on the window side or the Round Room and choir.

Trays should be passed halfway down each aisle, and the returned to the Deacon. Servers should coordinate timing of moving from pew to pew.

After serving is complete, all re-assemble at the rear of the center aisle, then walk forward in the new order (#1 and #2 at rear). Remain standing until the last bread plate is taken by the Pastor or Assistant. All sit down in unison. Remain seated while Pastor or Assistant serves you.

Stand as Pastor or Assistant moves to pick up first wine tray. Follow same procedure as in serving the bread.

All stand with congregation for the final hymn. Servers #1 and #2 re-cover ALL the elements on the Communion table once the first verse of singing begins and then join the other deacons when finished. If the choir is processing, Deacons should move away toward the side aisles so the choir can pass between the deacons and Communion table.

Do not move to clear the Communion table until the postlude is over. ALL Deacons should assist in the clean-up chores if available. Pour extra wine back into the wine bottle using funnel and return to cabinet. Juice should be discarded. Refill trays with clean plastic cups. Make sure linen is clean before it is folded and put away. If it is not clean, one deacon should arrange for it to be cleaned. Clean or polish silver as necessary, dry and return assembled and covered to the cabinet. Discard extra bread. Move the Communion table back to the dais. Replace the cross, Bible, alter candles, care candle and lighter for next week's service. Put small harvest table back in the corner.