

# Serving Communion

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## Beginning

- The song leader will typically call the servers forward at the beginning of the 3<sup>rd</sup> "Sing to the Lord" song, but that can sometimes vary.
- Make your way to the front center pew and align yourselves as follows:  
[ Elder | ServerWestside (SvrW) | ServerEastside (SvrE) | Elder Assistant (EA) ]

## Preparation

- Song ends and congregation sits down.
- Elder or his sub steps up to the pulpit microphone.
- EA steps up to the communion mic.
- Servers move the trays forward, remove the lids, and place them on the table behind each stack.
- SvrE steps just east of EA and SvrW positions himself similarly on the opposite side, all facing the elder.

## Communion Meditation and Prayer

- Elder shares the communion meditation.
- EA waits for the elder to step beside the table then offers the communion prayer.

## At the table

- The initial tray exchange is between the elder and EA, but depends upon the bread/juice stack placement.
- Bread-side-guy hands the top bread tray to juice-side-guy then picks up a 2<sup>nd</sup> bread tray for himself.
- Elder/EA then turn and partake of the bread with their Server leaving the bread tray with the Server.
- Juice-side-guy hands the top juice tray to bread-side-guy repeating the process with the juice.
- SvrE serves the pianist and SvrW waits for the elder.
- The elder/ EA hand each other the 3<sup>rd</sup> tray from their stack and then pick up their remaining tray.

## Congregation

- Serving the congregation proceeds from front to back down the outer rows of pews. (Servers in the outer aisles and elder/EA the inner.)
- The first serving team to complete their outer pews serves the sound booth team.
- The next available team moves to the front center pews and begins serving front to rear.
- The other team begins serving the center pews from rear to front.
- Once the auditorium is complete, the teams disperse to serve those out in the foyer and children's rooms.

**Note: Avoid the nursing room next to the women's restroom.**

## Completion

- Reassemble in pairs at opposite ends of the sound both {SvrW/elder} and {EA/SvrE} after everyone is served.
- Walk forward in alignment.
- The elder and EA restack the trays as follows:
  - o Each sets their 1<sup>st</sup> tray down belonging to the lid on their end of the table.
  - o Elder/EA exchange their other trays and place on top of the 1st.
  - o Turn to their server partner and take the next tray belonging to their stack.
  - o Get the final tray from their server. Elder/EA exchange trays and restack them.
  - o Replace the covers and move the stacks to the rear of the table.
- All return to their seats.

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### General

- The serving list identifies the EA and should be the 4<sup>th</sup> name in the current bulletin.
- The EA offers the Communion prayer.
- When not serving, be ready to step up and fill in if 4 individuals are not present, but be sure to check the bulletin to see if someone listed is on the music team.
- If you will be missing services and scheduled to serve, please arrange for your replacement.
- If running low on communion, gather at the offering box table. Sometimes extra has been prepared, but if not, try to consolidate the remainder onto a couple trays and get more from the kitchen if necessary.
- If other than an elder gives the meditation, they fill his role throughout the process.
- If a guest is in the front center pew during the initial line up, assemble to one side or in an adjacent pew.
- Tips:
  - o Be aware of your partner and what might be the best way to pass trays. Pause if necessary to attempt better timing and avoid having to manage more than two trays at once.
  - o It may make sense to ask for the trays back from one or two people rather than trying to pass them clear across or serve the same pew at both ends simultaneously.
  - o You might need to hold onto the trays for those holding small children and out of reach of the children themselves.