

# WPC COMMUNION SERVERS

## Guidelines

(Updated November 1, 2011)

**Time:** Two people should arrive an hour before the Sunday morning worship service to prepare the communion table.

All servers should arrive by 9:40am to do a quick rehearsal

**Duties:** Make sure there is wine and grape juice in the closet. If not, please purchase and bring it in. Put the plastic communion cups in the trays and fill them about ½ full. (Fill the center tinted cups with wine and the outside clear cups with grape juice). Fill all nine trays. Tear pita bread (or whatever kind of bread you're using) up into small pieces. Fill all nine trays.

Set all on table in groups of 4 & 4

Fill chalice with juice/wine and out pita on a plate for minister.

Put these on the back of the communion table in the center.

**NOTE:** The worship committee is in charge of setting out the cloth, the flowers, and the candles. Please wait for those to be setting the elements out.

Serve the elements to the congregation

The Elder in charge should assign servers to areas

There should be Nine Servers In Total (8 to serve the Congregation and 1 to serve the Choir)

After worship service, communion supplies need to be cleaned up and put away

**Process:** Please come forward at the end of the Lord's Prayer.

The serving minister will give each server a plate with the bread

Wait for each server to get the elements, then go to your assigned area.

Four servers start in the front (two servers on either side)

Four servers go midway back (two servers on either side)

If the choir server finishes early, they should go to the balcony

Otherwise, whoever finishes first should go to the balcony

Go to the back of the church when finished with your section

When all are finished serving, go forward to the front of the communion table. The minister will take back the bread.

The minister(s) will serve each server the bread, and serve each other.

Then repeat steps about with Wine trays

After everyone has a cup we will drink it together

After the concluding prayer return to your seat.