

Round Rock Presbyterian Church Communion Service Guidelines

8:30 Service by Distribution



These guidelines are intended to provide direction to Communion Team members in serving communion in order to insure a dignified and orderly Worship experience for all participants.

The Week Prior to Communion

- The Church Administrative assistant will e-mail a reminder card to the Team Leader and the members of the Communion team. The Church Administrative assistant will mail these guidelines to the Communion team leader and new team members.
- It is a good idea for the Communion team leader to phone the members of the team and confirm members will be available or make arrangements for substitutes.

Before Service - Team Leader Arrive 30 Minutes Early

- Prepare Communion Elements in Sacristy.
 - Place Communion cups in trays and fill with juice. Use four trays.
 - Fill four bread plates with cut bread and place in two stacks, with two plates in each stack.
- Prepare the Sanctuary:
 - Place the White Cloth from the sacristy on the Communion Table.
 - Fill the blue pottery Pitcher on Communion Table in Front of Sanctuary 1/2 full of juice.
 - Place one loaf of bread on the Communion table (do not cut).
 - Place trays of juice and bread on the Communion table according to diagram.
 - Place "Reserved" rope on six seats of the first row in the Sanctuary.
 - Place a white napkin on the piano (for service of Communion to the pianist)
- Prepare the Communion Serving Team:
 - 15 Minutes before the beginning of the Worship service, meet with Communion Team and determine the A, B, C, and D member assignments and go over these Communion serving guidelines.
 - Review order of worship. Be prepared to come forward during the Words of Institution when invited by the Pastor.
 - Contact persons in the nursery prior to the service to see if they wish to be served communion.

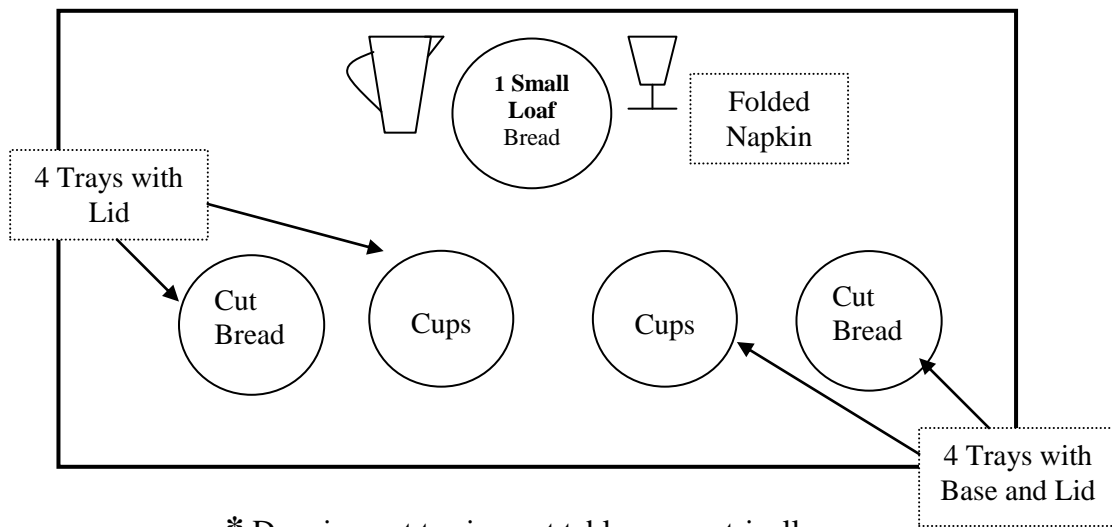
Communion Distribution

- ◆ The Communion Team will come to the front of the Sanctuary when invited to do so during the Words of Institution. The Communion Team members should sit near the back of the Sanctuary so that they may assemble at the rear door and process forward in double file.
- When the Pastor indicates, the Communion Team will distribute the elements with two members in the center aisle and one in each side aisle.
 - ⇒ On handing the bread to the person on the end of the row, the Server will say "*The Body of Christ, broken for you*".
 - ⇒ On handing the cup to the person on the end of the row, the Server will say; "*The Blood of Christ, shed for you*".
- Communion should be offered to individuals working in children's church or in the nursery if they desire it.
- After distributing the bread or the cup, the Communion Team will assemble in the rear of the church and process to the front in double file.
- Return the elements to the Pastor. He/she will serve the team members.
- When indicted by the Pastor, team members will return to their seats on the front row.
- The elements remain on the Communion Table during the remainder of the service, and the Communion team members remain in their front row positions until the end of the service.
- During the singing of the second verse of the last hymn, the Communion Team will remove the elements from the Communion table and process out of the sanctuary.

After the Service

- The Pottery pitcher, goblet and plate from the Communion Table should be washed and dried. Do not place them back on the Communion Table at this time.
- Consolidate unused juice cups into two trays to be used for the 11:00 service.
- Remaining communion serving trays and bread plates should be cleaned and placed back in the sacristy.
- All team members should help the ushers pick up the Communion cups from the Sanctuary.
- During the service the Communion elements have been consecrated. Therefore, left over elements should be returned to the earth; extra Bread may be fed to the birds; left over juice should be saved for the 11:00 service.

Communion – Traditional Passing of Elements



* Drawing not to size, set table symmetrically.
Use Pottery Pitcher, Chalice, and Bread Plate.

Left Station

Right Station

