

Round Rock Presbyterian Church Communion Service Guidelines

11:00 Service by Intinction



These guidelines are intended to provide direction to Elders 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 all members on the Communion team. The Church Administrative assistant will e-mail these guidelines to the Communion team leader.
- 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 Elements Communion in Sacristy.
 - Fill crystal pitcher about $\frac{3}{4}$ full of juice.
 - Place Communion cups in two trays and fill with juice. Use trays remaining from the 8:30 service if available.
 - Place two loaves of bread on the crystal plate (do not cut).
 - Line two baskets with a couple of layers of paper towels. (The baskets will be used to hold the discarded cups of juice.)
- Prepare the Sanctuary:
 - Ensure that the White Cloth from the sacristy is on the Communion Table.
 - Place the Pitcher, with the two crystal chalices, the bread plate, two folded white napkins and the baskets on the Communion Table according to the diagram.
 - Place "Reserved" rope on first row of left section of Sanctuary.
- Prepare the Communion Serving Team:
 - Review order of worship. Be prepared to come forward during the Words of Institution when invited by the pastor
 - 15 Minutes before the beginning of the Worship service, meet with Communion Team and determine the A, B, C, D, E, and F team member assignments and go over these Communion serving guidelines.

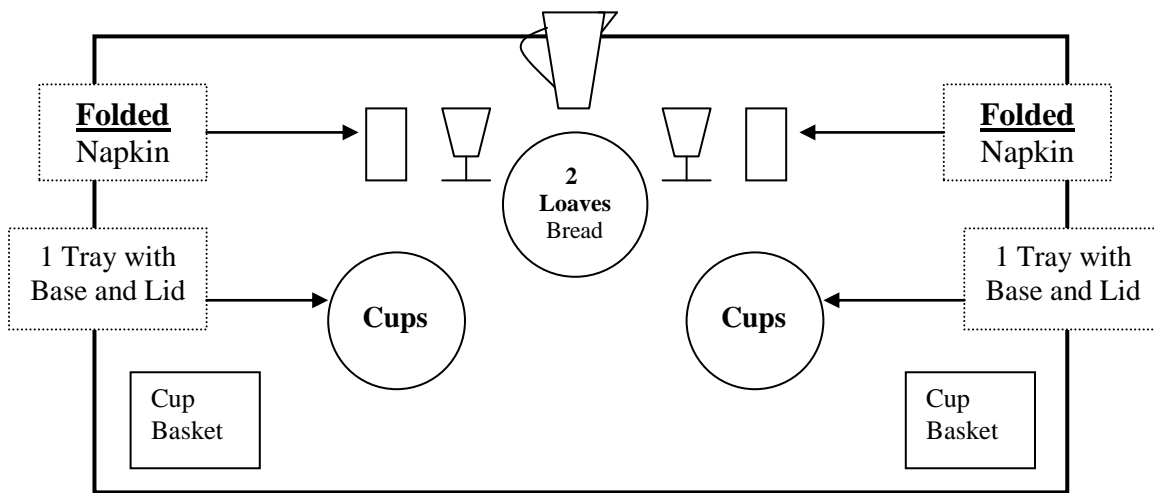
Communion Distribution

- The Communion Team members should sit near the back of the Sanctuary so that they may assemble at the rear doors and process forward in double file. When indicated by the Pastor, the Communion team will rise and proceed to the Communion Table to receive the elements from the Pastor. Note that the Pastor does not know which member should be receiving which element, so it is up to you to come forward when the Pastor is passing out the element that you should be receiving.
- Once you receive your element, immediately proceed to your assigned Communion station (Left or Right) and position yourself correctly within your station (see illustration).
- The Left station serves the choir, facing the choir. (Members of the Left station should place a bread and cup element on the piano for the pianist.) Once the choir has been served, do an about-face and face the rear of the Sanctuary (you do not need to change relative positions).
 - ⇒ As the bread is shared the team member serving will say "*The Body of Christ, broken for you*"
 - ⇒ As the bread is dipped into the chalice or the cup is shared the member serving will say "*The Blood of Christ, shed for you*".
- Once both stations have completed serving the congregation, the team members will return the elements to the Pastors and the Pastors will serve them. 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 members will remove the elements from the Communion Table and process out of the sanctuary.

After the Service

- The pitcher, goblets, plate and trays should be washed, dried and replaced in the Sacristy.
- The white cloth should be removed from the Communion Table. The team leader should see that the cloth and napkins are cleaned and returned to the Sacristy.
- Return the pottery pitcher, plate and chalice to the Communion Table.
- 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 poured out on the ground.

Communion by Intinction



* Drawing not to size, set table symmetrically.
Use Crystal Pitcher, Chalices, and Bread Plate.

Left Station

Right Station

○ Basket ○ Cups ○ Chalice ○ Bread

○ Bread ○ Chalice ○ Cups ○ Basket

Basket _____ ○

○ _____

Cups _____ ○

○ _____

Chalice _____ ○

○ _____

Bread _____ ○

○ _____