

INSTRUCTIONS FOR ELDERS SERVING COMMUNION: INTINCTION

When the elements are shared by the method of Intinction, members of the congregation walk forward down the center aisle to the front steps where elders and Ministers stand in pairs, with a tray of bread and a chalice of juice. The bread is dipped into the chalice by the communicant.

CHECK IN BEFORE THE SERVICE:

Please check in with the communion coordinator **15 minutes** before the service. The coordinators are Lee Ann Buck for the 8:30am service, Madeline Mitchell for the 11am service.

WHEN TO GATHER:

Elders assemble in the Narthex during the hymn following the sermon.

- Line up in the Narthex according to the “Assignments for Elders Serving Communion” chart.
 - At the 8:30 service, you serve with one of the Ministers.
 - For the 11am service, note the Elder beside you, in front of you, and behind you. Please be sure to note where you will be standing at the front of the Sanctuary. You serve with another elder or with one of the Ministers. If you are serving with another Elder, identify that Elder in advance. The pairs are: #1 & #3, #2 & #4, #5 & a Minister, and #6 and a Minister. Elders #7 and #8 will serve the balcony.

ENTRY INTO THE SANTUARY:

- At the beginning of the doxology, enter the Sanctuary, moving in sync with the person to your right or left. The coordinator will cue you when to start.
- A loaf of uncut bread is carried by server #1 and presented to the Minister on the left side of the Lord’s Table. Then proceed to your assigned seat, moving in-sync with your partner.
- The pitcher is carried by server #2. Give the pitcher to the Minister on the right side of the Lord’s Table. The pitcher should be presented so that the Minister can receive the handle with his or her left hand. Then you proceed to your assigned seat, moving in-sync with your partner.
- At the 8:30 service, two of the ushers carry the offering plates up to the Lord’s Table and give them to the Ministers. At the 11am service, Elders #7 and #8 carry the offering plates forward and deliver them to the Ministers at the Lord’s Table. Turn toward the outside aisle then descend the steps and proceed to your assigned front row seats, moving in-sync with your partner.
- All other Elders go directly to your assigned front row seats and **remain standing until all Elders are in place and the Minister has instructed all to sit.**
- A hymnal and bulletin will be on the seat cushion.

RECEIVING AND SERVING THE ELEMENTS:

- On cue from the Minister, stand in unison. At the 11am service, elders #7 and #8, walk down the outside aisles to the Narthex to receive the elements to serve the balcony. All other Elders proceed to the Lord’s Table to receive the elements, starting with the elders in the center aisle chairs (#1 & #2, then #3 and #4, and lastly, #5 and #6).

TURN OVER

- Receive the elements from the Minister and then turn toward the outside aisle and proceed down the stairs. As you descend the steps, observe the position of the Elder that you will be walking with, and attempt to move in unison down the steps to your assigned station.
- The Elder serving the bread stands closest to the center aisle. At the 8:30 service, both Elders serve the bread. At the 11am service, Elders #1, #2, #5, and #6 serve the bread.
- Elders #7 and #8 proceed to the balcony from the Narthex. The congregants in the folding chairs will be served first and individually, moving from left to right, and alternating between the 1st and 2nd row. After serving the folding chair rows, the Elders station themselves near the door closest to the parking lot. The bread should be nearest the pews. The congregants in the pews will proceed to the station, receiving the bread, then dipping the bread in the juice. Return to the Narthex when you have finished serving the balcony.
- For Elders serving bread, say “the bread of life” to each person. For those serving juice, say “the cup of salvation.”
- After the congregation has been served, each pair of servers will serve one another. The Ministers and Elders holding the cups will then take the bread plates from their serving “partners” and will return the cup and plate to the Lord’s Table.
- Elders return to their seats and **remain standing until all Elders have returned to their seats**. You remain at the front of the sanctuary until the end of the service.

AFTER THE SERVICE CLEAN-UP:

- When the service is completed, **please help** the coordinator by taking the chalices and plates from the Lord’s Table to the Sacristy for washing. Balcony Elders who remain in the Narthex, please return the elements in the Narthex to the Sacristy.

THANK YOU FOR YOUR HELP AND SERVICE!