

INSTRUCTIONS FOR ELDERS SERVING COMMUNION: PASSING THE ELEMENTS

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 OR as advised by the coordinator when you check in.
- Line up in the Narthex according to the “Assignments for Elders Serving Communion” chart. Note the Elder beside you, in front of you, and behind you. Please be sure to identify the Elder with whom you will be passing the communion elements. The pairs are: #1 & #3, #5 & #7, #9 & #11 on the left side; #2 & #4, #6 & 8, #10 & 12 on the right side of the sanctuary. At the 11am service, Elders #13 and #14 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.
- Elders, #7 and #8 at 8:30am and #13 and #14 at 11am, carry the offering plates forward and deliver them to the ministers at the Lord’s Table, then descend the steps and proceed to your assigned front row seats, moving in-sync with your partner.
- 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, who will carry the pitcher.
- 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.
- 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 PASSING THE ELEMENTS:

- On cue from the minister, stand in unison. At the 11am service, elders #13 and #14, walk down the outside aisles to the Narthex to receive the elements to serve in the balcony. All other Elders proceed to the Lord’s Table to receive the elements, moving from the inside chairs (#1 & #2 at both services) to the outside [NOTE: THIS IS A CHANGE].
- Receive the elements from the minister and then turn toward the outside aisle, face the front and proceed down the stairs. As you descend the steps toward the pews, observe the position of the Elder that you will be walking with, and attempt to move in unison.
- For the 11:00 service, Elders #13 and #14 proceed to the balcony. Others move to assigned beginning locations marked by the person’s number on the chart and single blue tape (8:30 service) or double blue tape (11:00 service) placed near the base of the pew. Wait until your serving partner has taken their position before beginning to serve. **At 8:30:** ELDERS #1,2,3,4 WILL GO TO THE LAST SINGLE TAPE; ELDERS #5,6,7,8 TO THE FIRST SINGLE TAPE
At 11:00: ELDERS #1,2,3,4 WILL GO TO THE LAST DOUBLE TAPE; #5,6,7,8 TO THE 2ND DOUBLE TAPE; #9,10,11,12 TO THE FIRST DOUBLE TAPE.

- As you pass the elements down each pew, say to the first person, “The bread of life”, or “The cup of salvation”.
- Serve together with your partner until your section is completed. Return to the narthex together, resuming your original places in line. On cue from the coordinator, return to the chancel and hand the tray to the minister and then turning outward, return to stand at your seat until cued to sit.
- At both the 8:30 and 11:00 services, Elders #1 and #2 serve the ministers when you return to the chancel. In this procedure, Elders #1 and #2 wait near the base of the stairs until the other Elders have given either the bread plates or juice trays to the ministers and have returned to stand at their seats. Elder #1 then goes around the left side of the table and serves the minister on that side of the table. The minister will take the element and place it on the table and then receive either the plate or tray from the Elder. Elder #2 goes around the right side of the table and serves the minister on that side of the table using the same procedure as was described for Elder 1.
- Both Elders then return to stand at their seats.
- The ministers will indicate when to sit after which they will serve each of the Elders.

AFTER THE SERVICE CLEAN-UP:

- When the service is completed, please take the containers from under the front chairs, collect the cups, and dispose of them in the Sacristy.
- If there is no container under your chair, collect the pitcher and all bread plates from the Lord’s Table and return them to the Sacristy for washing.
- Collect the juice trays and take them to the double Sunday school classroom close to the Sacristy for emptying and then restocking.
- In the classroom, empty the juice from the cups into the plastic containers that are on the tables. Throw the used cups in the trash can.
- Once the trays are empty, refill the trays with clean cups.
- The help of a few servers in resetting the trays is much needed and appreciated. The work goes quickly with extra hands!

THANK YOU FOR YOUR HELP AND SERVICE!