

COMMUNION ASSISTANTS INFORMATION

1. Be at the church 45 minutes before the service to help the Council member prepare the elements.
2. Unless otherwise instructed, fill 3 trays of wine/juice, two patterns (plates) of bread/wafers including the gluten free wafers, one chalice, and the ciborium (extra bread container).
3. Place the prepared elements on the table as shown on the diagram in the sacristy.
4. Place the two baskets for gathering the used cups under the table.
5. After the minister finishes the instructions and invitation to communion, come forward to receive at the table.
6. Once the assistants, ministers, and acolytes have communed, take your position to distribute to the congregation:

Continuous Communion: The bread servers are on the floor at the end of the center aisle, the wine servers are an arm's length from them (towards the outside aisle), and the acolytes an arm's length further towards the outside aisle.

Kneeling Communion: The bread server leads the way with the wine server and acolyte following.

7. After all have communed (including the less mobile members who may have communion brought to their seat), clear the table of all communion wares and linens. With the Council member, store the remaining elements and clean the wares.
8. If you opened the last bottle of wine or the last box of communion wafers, let the office know so more can be ordered. (A written note slipped through the office mail slot is sufficient.) If any linens are stained, notify the altar guild (leave the linens on the counter to be seen).

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