

## INSTRUCTIONS FOR COMMUNION ASSISTANTS

See items #8 and #9 below for notes on the Contemporary Service.

1. The schedule for all worship assistants appears each month on the church's web page (<http://www.mountcross.com/worship-assistant.html>). You will also receive a reminder email during the week before you are supposed to serve.

**If you are unable to serve on your assigned date, first try to trade places with someone.**

You can use the schedule on the website to do this. If you succeed, please notify the church office of the change. If you can't find someone with whom to trade, call the church office (482-3847) to let us know, even if it is early Sunday morning and you only get the answering machine.

**2. Arrival.** Please arrive 10 minutes before the start of the service. **Check in with the pastor so they will know you are 'on duty.'** The pastor will let you know if there are any special instructions for the service.

**3. Seat.** Please sit fairly close to the front of either side of the Sanctuary during the service, **or** move forward after the Lord's Prayer as the instructions for Communion are being given.

**4. Communion.** After the Lord's Prayer and invitation to Communion, join the Assisting Minister and the Acolyte, at the back or pulpit side of the altar and kneel to receive Communion. On Sundays when we are doing continuous stand-up Communion, you will commune standing up. After the pastor has communed you, the Assisting Minister will commune the pastor.

### **5. When We Are Using Two Chalices:**

- You will take the chalice used for intinction.
- Step up to the altar and take the second chalice from the altar (the Assisting Minister will have the chalice to be used as the common cup).
- Follow the Assisting Minister, around the altar rail.
- You will see those wishing to use intinction still holding their wafer/bread after the Assisting Minister passes them.
- Hold the chalice in front of them at the level of the altar rail. Hold the napkin between the chalice and the person so as to catch any drops of wine and as they dip their bread/wafer, say: ***"The blood of Christ, shed for you."***
- Some people request grape juice. The Assisting Minister will usually take care of this serving from a little wooden tray with three or four glasses in it, but if they have not, you may be asked for grape juice. Go up to the altar and bring back one glass.
- Allow them a moment to shake off any drops of wine from the wafer/bread before moving on to the next person.
- After all have been communed, your chalice will be returned to the credence table against the back wall.
- Drape a napkin over the chalice.
- Return to your seat.

### **6. When We Use Individual Glasses And One Chalice:**

- You will take the large tray of individual glasses.
- After you and the Acolyte have been communed, wait at the altar rail while the pastor is being communed. Step up to altar, and take the top tray, filled with wine (the glasses in the center section are grape juice).

- All of the trays will already be on the altar (to be within easy reach when your tray runs out in the middle of a circuit around the rail)
- The acolyte will take the empty tray.
- Follow the Pastor, who will be distributing the bread/wafers.
- Hold the tray at about the level of the altar rail as you pass in front of the people at the rail. If they desire to use an individual glass, they will reach in to the tray. NOTE: the glasses in the center of each tray, marked with green plastic, are grape juice. If someone is not so steady getting a glass, assist as needed.
- As a glass is taken, you say: ***"The blood of Christ, shed for you."***
- The Acolyte will receive the empty glasses.
- Continue around the altar rail, until the tray is empty. Return the tray to the altar and take a full tray. The Acolyte will take your empty tray.
- When all have been communed, return the trays to the table and replace the lid.
- Return to your seat.

### **7. When We Use Stand-Up Continuous Communion:**

- After the Lord's Prayer, go to back or pulpit side of the altar rail and remain standing.
- The pastor will give bread/wafer. Hold it until he returns with the chalice and commune by intinction.
- After the pastor has been communed by the Assisting Minister, step up to the altar and take the other chalice. Then stand in front of the altar rail, on the right or left of those giving the bread, about an arms-length away.
- Hold the chalice with one hand and the napkin with the other. Hold the napkin just in front of the chalice to catch any drips of wine that may fall.
- As the people come up the center aisle, they will receive bread, then move right or left to you.
- As they dip their bread/wafer, you say: ***"The blood of Christ, shed for you."***
- When all have been communed, place your chalice back on the credence table and drape with a napkin.
- Return to your seat.

### **8. Contemporary Service (2<sup>nd</sup> - 5<sup>th</sup> Sundays):**

- After the Lord's Prayer, go to front of the altar rail.
- The pastor will give you a chalice and a napkin.
- Stand in front of the altar rail, on the right or left of the pastor, about an arms-length away.
- Hold the chalice with one hand and the napkin with the other. Hold the napkin just in front of the chalice to catch any drips of wine that may fall.
- As the people come up the center aisle, they will receive bread, then move right or left to you.
- As they dip their bread/wafer, you say: ***"The blood of Christ, shed for you."***
- After anyone who has remained seated have been communed (see #11 below), the pastor and assistants will commune each other.
- When all have communed, the pastor will take your chalice and napkin back to the altar.
- Return to your seat.

### **9. Contemporary Service (1<sup>st</sup> Sunday of the month):**

- After the instructions for Communion, step up the altar.
- One Communion Assistant will take the large tray of individual glasses, one will take the Common Cup.
- All of the trays should already be on the altar, to be within easy reach when your tray runs out in the middle of a circuit around the rail

- An acolyte will take the empty tray.
- **The Assistant with the tray of glasses will follow the Pastor**, who will be distributing the bread/wafers.
- Hold the tray at about the level of the altar rail as you pass in front of the people at the rail. If they desire to use an individual glass, they will reach in to the tray. The glasses in the center of each tray, marked with green plastic, are grape juice. If someone is not so steady getting a glass, assist as needed.
- As a glass is taken, you say: *"The blood of Christ, shed for you."*
- The Acolyte will collect the empty glasses.
- Continue around the altar rail, until the tray is empty. Return the tray to the altar and take a full tray. The Acolyte will take your empty tray.
- When all have been communed, return the trays to the table and replace the lid.
- **The Assistant with the Common Cup will follow the one with the tray of glasses.**
- Those wishing to drink from the common cup will eat their wafer immediately (take notice of children who are receiving the Sacrament!). To those with empty hands offer the chalice.
- As you hand them the chalice, say: *"The blood of Christ, shed for you."*
- Most people will take hold of the chalice to guide it as they drink, but it is best if you keep your hands on it for support. If they do not take hold of it, tip it as best you can, giving them a sip without pouring it down their front.
- After each person has received the wine, rotate the chalice slightly and wipe the inside and outside edge with the napkin.
- As you start each new circuit of the altar rail, make sure you have enough wine in the chalice. If needed, return to the altar and fill the chalice from the cruet.
- After all have been communed (see #10 below), the pastor will commune you. Keel on the side or back of the altar rail.
- Return to your seat.

**10. NOTE:** Sometimes there are people at worship who are not physically able to come to the rail for Communion. After all have been communed, the pastor may ask you to accompany him out to where these people are seated. This is especially true when we are using two chalices. After he gives the bread, you offer the wine in the same manner as described above.

**11. Thank you** for your help in this important part of our worship service!