

# Communion Orientation

## Why Communion:

Each week we gather for worship and receive God's gift of grace through his Word and through the gift of the Lord's Supper. Trinity includes the Lord's Supper or Communion in our worship services every week except during the first weekend of every other month when we celebrate baptisms and confirmation. Celebrating this gift of God's grace gives many volunteers a chance to serve others by setting up, serving and cleaning up.

Volunteers often speak of how meaningful of an experience it is to serve communion. You can see the various roles listed below. Please email Mike Koonmen if you would like to join the team or sign up for one of our orientation sessions.

## 1 Corinthians 11: 23-30

23 For I pass on to you what I received from the Lord himself. On the night when he was betrayed, the Lord Jesus took some bread 24 and gave thanks to God for it. Then he broke it in pieces and said, "This is my body, which is given for you. Do this to remember me." 25 In the same way, he took the cup of wine after supper, saying, "This cup is the new covenant between God and his people—an agreement confirmed with my blood. Do this to remember me as often as you drink it." 26 For every time you eat this bread and drink this cup, you are announcing the Lord's death until he comes again. 27 So anyone who eats this bread or drinks this cup of the Lord unworthily is guilty of sinning against the body and blood of the Lord. 28 That is why you should examine yourself before eating the bread and drinking the cup. 29 For if you eat the bread or drink the cup without honoring the body of Christ, you are eating and drinking God's judgment upon yourself. 30 That is why many of you are weak and sick and some have even died.

## Scheduling

- Planning Center
  - When you are scheduled to serve you will receive an email reminder
  - Accept or decline the invitation to serve
- Frequency -
  - Teams serve once a month at this point (we may change that in the future)
  - There are always opportunities to sub, sometimes, "on the fly"

## The Communion Serving Team (ideally 8 per service)

Reports to the Service Team Leader

4 Serving Stations with 2 servers each

Each Team is comprised of a Bread server and a Wine server

Communion team reports to the lobby right after the sermon (during prayer time)

- Apply hand sanitizer
- Team agrees who will serve the Bread or Wine
- Team prays together before entering worship center
- We encourage you to make eye contact with the communicant
- Check with usher captain for members requesting communion at their seats

## **Roles**

### **1. Bread Server**

There are gluten-free wafers on the communion table in a separate tray with individually wrapped wafers. If someone asks for gluten-free return to the table, pick up the tray and let the person retrieve the wafer from the tray to avoid gluten contamination from your hands.

- Place a wafer into the hands of the communicant:
  - Take and eat the body of Christ
  - The body of Christ broken for you
  - Take, eat. This is the body of Christ, given for you

### **2. Wine Server**

There is non-alcoholic wine in the center of each tray.

- As the communicant takes the wine from the tray:
  - Take and drink the blood of Christ
  - The blood of Christ for you
  - Take, drink. This is the blood of Christ, shed for you.

### ***Children***

Children who have completed confirmation or our early communion class are encouraged to participate. Our communion cards in the seat back pockets describe our policy on communing children and we will remind people to review the card before communing. If a child presents themselves for communion and a parent is with them encouraging it, please go ahead and serve the child communion.

During the gathering of the team in the lobby as you decide on roles, one member of each serving team will be appointed to bless children who are not presenting themselves for communion.

- Raising your hand above the child – making the sign of the cross:
  - May God bless you and keep you
  - May God bless you and keep you strong in the faith
  - May God bless you, and may you remember that Jesus is your Savior and best friend
  - May Jesus' love go with you and your family

### **3. Service Team Leader** (1 per service)

- Reports to Communion Champion
- Leads Communion Team for assigned Service
- Prays for Team
- Coordinate with your team to ensure everyone knows who will be setting up and then restocking or cleaning up.

#### **Upon Arrival** to Green Trails

- Check with the Site Coordinator to confirm:
  - There is a complete team for your service
    - Recruit members as needed
  - Any changes in the worship service regarding communion
- Retrieve the communion supplies from back area and place in the worship center.
  - Wine trays are placed to the outside (wall side) of each table.
  - Wafer trays are placed nearest the center aisle. Stack a regular wafer tray on top of a gluten free tray
  - Place empty cup trays on stools (blue sticky stuff on them)

#### **Gather Serving Team** after the sermon (during prayer time) into the lobby

- Check with usher captain for members requesting communion at their seats
  - Team enters the worship center as the prayers conclude. After the words of institution are said, proceed in unison to the front of the worship center; gathering your tray for your assigned station
- Once finished serving your station, return the trays to the communion table
  - If your team finishes before the other(s), please join their lines to commune. The last group of Servers should take a tray from the Servers, reverse position with them so you're facing the congregation and serve the rest of the team
    - Replace covers on trays
    - Remove the "disposal" cup stands to the wall area
  - Servers should return to their seats by exiting by the outside aisles and then circle back to their seats.

### **4. Communion Set-up Team**

The Saturday crew will fill all available trays.

From the communion cabinet, unpack wine trays, wine tray covers, wafer trays, wafer tray covers, and "pick-up" trays (with the blue sticky stuff on the bottom).

Service Time	Estimated Time	Number on Team	Wine Trays Prepared	Wheat Wafer Trays	5 Gluten Wafers per Tray	Discard Trays
5:00 pm	45 min	2	8	2	2	2
Praise Team			10r -4w	14 wafers	0	0
9:00 am	20 min	2	Replenish	4	2	4
10:45 am	20 min	After Last Service Clean up Team only				4

### Wine

- Fill wine trays with cups and wine. The center circle of each tray is for white non-alcoholic wine, the rest is for red wine. Fill the cups about 2/3 full.
  - Open bottles of wine are stored in the communion cabinet refrigerator
  - Rinse the wine dispensers after use
- Leave wine trays and wafer trays on the table by the communion cabinet. They will be retrieved just before service.

### Wafers

- Fill trays with regular whole wheat wafers
- Fill separate tray with gluten free wafers (individually wrapped)

### Discard Trays

Place two paper towels in the trays. Make sure the discard trays have 3 dots of blue sticky stuff on the bottom. Place trays on stools in the worship center.

### Praise Band Communion Set-up

Provide 10 red wine and 4 white wine cups in this tray.

Wafer: Provide 14 wafers

Cover each tray with a paper towel and put them in the Green Room.

### 5. Communion Removal (aka clean-up) Team

After your designated service, remove all service trays – and discard trays - to the “set-up” area. Count the number of trays used and record on the log

- “Replenish” trays as needed for the next communion team.

### Final Sunday Clean

After the last Service of the weekend, the team will do the “clean and store” for the equipment.

Ensure that the praise band communion service has been gathered

- Wafers
  - Empty re-usable whole wheat wafers into the labeled Ziploc bag

- Place the gluten free wafers into a **separate, labeled Ziploc bag**.
- Place Ziploc bags into the communion cabinet according to the pictures
- Wine
  - Empty remaining red wine into the decanter in the refrigerator using the dispenser funnel.
  - Dispose of white wine
- Trays
  - Trays should be rinsed and cleaned each week
  - Dry trays and tops
  - Store cup holders inside the wine trays
  - Store trays inside the red velvet bags
  - Pack away according to the pictures on the communion cabinet

### **Deep Cleaning**

Monthly, the last service team should wash / sanitize / rinse / dry all silver.  
(2 people 1 hour, 4 people ½ hour)

Grounds for Hope Crew will supply have additional information for this.

- Sinks / Water / Towels / Drying area / Towel disposal
- Polish the equipment with Supplied Cleaner when necessary

Return equipment into their appropriate storage bags and place them into the communion cabinet according to the pictured instructions on the inside of the doors.

## **Communion Service Captain (1 per commitment period)**

### **Activity Piece**

- Schedules the Communion Team via the “Master Schedule” (6 month intervals) or whatever is deemed appropriate
- Maintain a complete list of the teams and their serving roles – email / addresses / cells / etc. Update list as necessary with new team members / exiting members, etc.
- Planning Center is the current vehicle to maintain these lists / assignments / etc.
- At the end of the current schedule, solicit input / change assignments / update Planning center as necessary
- Create the sheets on which the service teams indicate how many wine trays were set out and how many were used by service
  - This will help for supplies ordering, set-up and clean-up needs

Servers secure their replacements when they cannot be at a particular service. Servers communicate with their Captain and the Scheduler when changes occur. A short video to show how to use our Access Trinity system to send an email to other team members requesting a substitute is available at <http://www.youtube.com/watch?v=tymFESbgUi0>

### **Relationship Piece**

- Site Pastor will inform this person of any changes in procedure for the weekend
- Service Captain will inform Service Champions

## **Communion Service Champion (1 per time slot)**

### **Activity Piece**

Ensures that the Service is properly staffed for Communion Distribution

Trains Communion volunteers as necessary

Connects volunteers with current team

All three service Champions have the right number of people in place for the team;

Prays for the Service Teams

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### **Relationship Piece**

**Service Champion will pass along any changes for the service to the Communion Leads**