



Communion Process

Approved by Trinity United Church Summerside Council
October 19, 2023

Preparation is usually done on the day/evening preceding Holy Communion.

Preparation includes:

- a) Take down the element holders and ensure they are polished and clean.
- b) On each silver platter place a paper doily. Cut bread into cubes and place on the platter with a small dish in center (suggest metallic cup cake wrappers) for rice crackers or celiac bread cubes. Cover platters with plastic wrap.
- c) On a separate platter, place a small loaf of Bread (for minister to break). Then cover the platter.
- d) Place plastic single service cups for the number of congregants anticipated. Use the small bottle with spout to pour into the cups. Stack and cover top tray ready for serving.
- e) Pour juice in wine cup (or container to pour in the wine element holder until day of service) for minister to present and use. Minister may have their own cup/plate they wish to use.
- f) Place a white table cloth on communion table placing the two candles to light and the cross and its base to one side on communion table. Place communion elements on table. Leave room for Minister's script.
- g) If placement will be on day of communion due to prior commitment for the sanctuary, place all elements in a secure place until it is to be placed on communion table. Cupboard below communion ware storage space.
- h) For coming forward – ensure plastic lined containers are available for the small cups at end of each front row on center aisle.

- i) Ensure a complete compliment of servers are available for the service (12 plus assistant for minister).
- j) Number of servings of Juice prepared is recorded in the log book.

Served

- a) Elders are asked to gather 20 minutes before the worship service to pick up card (directions for their role) and then proceed to the church following a prayer with the minister. Those serving the North side (parking lot) shall sit on that side in a reserved row. Those serving the south side (park side) shall sit on that side in a reserved row. They shall sit in the order on the communion cards. Please remain standing until all servers are ready to sit down, then all sit at same time.
- b) During the last verse of the hymn preceding communion the server assisting at the communion table should proceed to the communion table and remove all coverings.
- c) Minister will pass element tray/platter to assistant who passes to the server.
- d) There shall be (6) bread servers and/or (6) wine servers on each side to distribute to congregation.
- e) The choir will appoint person(s) to serve and the assistant to minister shall deliver to the selected person(s) in the choir.
- f) The servers for the Bread will rise when assistant and Minister rise and move forward to collect their tray of bread for serving. As you receive the tray proceed either to end of front row of pews or down the center aisle depending on where you will be serving. A chart is available to show where each server will serve.

bread and wine and return the wine receptacle in the basket on the front rows.

Choir: The Choir shall appoint one person to receive, serve the music director and/or musicians as well as choir members on the south (park) side and return to the other side, the Table assistant.

Cleanup:

- a) Once the worship service is over, the elements are taken to the kitchen to be counted, put in log book, cleaned and put away.
- b) For served - The small remaining cups of juice are counted and the number of people taking communion is entered into the log book. This should be communicated to the communion co-ordinator during clean up to be entered in log book.
- c) To assist the custodian with cleanup, have one or two people go through the aisles and choir and ensure all "wine" receptacles have been collected.
- d) The trays are wiped out with damp cloths as well as dried and put in the communion storage cabinet ready to be used again.

- g) When the congregation has been served, the servers meet at the back of the church and come forward when indicated by the minister(s). Pass your tray to the assistant and go to the far end of front of the side you will be sitting. Wait until all elements have been returned to communion table then proceed to your seats, standing until all elders are ready to sit.
- h) The Minister and assisting elder will then serve the element servers.
- i) If only one minister is presiding, the assistant at the communion table, the minister will serve assistant and the assistant would serve the minister.
- j) This is then repeated for the "wine".
- k) During the next hymn, the assistant will cover the dishes and return to their seat.
- l) **Served Positions: These positions can be filled with 11 who will serve both bread and wine or 21 with 10, plus 1(#6), serving each element.**

Table Assistant: Shall be Chair of Worship Team (or appointed replacement) or other ministers. The assistant will come forward during the singing of the Communion Hymn and uncover the communion elements. Will then sit down on chair at communion table. The assistant will stand when the servers come forward. The minister will hand to assistant who will hand to the servers. The Assistant will then serve the choir and return to seat. Repeating with the wine serving. The minister and assistant will then serve the bread and wine servers and return to communion table where the minister serves the assistant and the assistant serves the minister.

Table Assistant: will come forward during communion hymn and uncover the elements. The table server be the Worship Team Chair or appointed replacement. When the invitation is completed this person will stand and the servers will come forward. The Minister gives communion ware to table assistant who passes to servers. The Minister will take one tray for serving. The Table assistant will take trays and go to choir to serve and have a choir member assist them. The Table assistant will return to refill trays as required by all servers.

Ushers The ushers will stand at the end of each pew on the outside aisle with a small basket with communion combination cups. Each row will proceed as directed by the ushers. The usher will note those whom need the minister to serve them in their seat. The usher will then join the line and be served and return to their seat. When done one will ensure the audio visual booth members have the small prepared cups so they can partake as able.

Bread: The table assistant will pass them their trays and be available to refill as required. The server will proceed to the end of the stage on either side and serve the congregants. One will be requested to assist Minister in serving those requesting service in seats. The server will go to wine server to receive their communion and then return their tray to the table assistant.

Wine: It is recommended that the assistant wine servers be either minister or the Chair of Council (or appointed replacement). The table assistant will pass them their trays and be available to refill as required. The server will proceed to end of first pew, leaving a space for congregants to consume the

SOUTH (park side)

1 South When given element move down center aisle 3 pews and stop until all have elements. Then proceed down center aisle to Narthax of church, serve South (park side) Narthax to front. Once serving complete go to back of church to process forward together.

2 South Once you receive element tray move to behind #1 in center aisle. Go to South (park side) aisle to Narthax of church, serve from Narthax to front. Once serving complete go to Narthax of church to process forward together.

3 South Once you receive your element tray go to left leaving room for #4 and #5. Go to South (park side) centre aisle serve front to Narthax, skipping those in assisted rows. Once serving complete go to Narthax of church to process forward together.

4 South Once you receive element tray, stand beside #3. Go to South (park side) Aisle server from front to Narthax, serve to all those in assisted rows individual. Go to South (park side) proceed to serve assisted rows members individually (do not pass communion ware through these rows) and then proceed to serve south side wing then remain as bearer of additional elements for Servers 3 & 4. Once serving complete go to Narthax of church to process forward together.

6 South Go to Center aisle to stopping in approximately the center towards the back of the Church. check with #3 and #4 servers, and change plates with them, if required. Remain until all servers in all aisles are done serving, then return to back of church (narthex), to process forward together.

- a) they return to their seat down the center aisle. The ushers will check with any person(s) not taking part in communion and ask if they wish to have communion served to them in their seat. They have the option of the small juice/wafer cup or If the person requests it in their seat, the usher (whomever is shepherding the congregation) will advise wine server when they go up that these people need to be served. Containers will be placed on the center aisle side of the first pew for juice containers.
- b) While the congregation members come forward. The mobility rows will be served, serving to each person (communion wear should not be handed to those seated in these rows).
- c) The choir will be served. The assistant at table will move to the choir on the north (parking lot side) a member of the choir will assist with passing the communion to choir, the Music Director and/or musicians .
- d) The servers will follow at the end of the congregation to be served. The assistant at communion table will be served and then the assistant will serve the minister when the minister returns to the communion table.
- e) During the next hymn, the assistant will cover the dishes and return to their seat.

Come Forward:

Minister will pass trays to Table assistant who will in turn pass to servers. The Minister will take a wine tray and proceed to the serving location. Once done serving congregation will check with ushers to go to the persons to be served who were unable to come forward. The Minister will serve the servers and ushers before returning to communion table, where the Minister will serve the table assistant and be served by the table assistant.

NORTH (Parking lot)

1 North – When given element move down center aisle 3 pews and stop until all have elements. Then proceed down center aisle to Narthax of church, serve North (parking lot) Side Narthax to front. Once serving complete go to back of church to process forward together.

2 North Once you receive element tray move to behind #1 in center aisle. Go to North (parking lot) side aisle to Narthax of church, serve from Narthax to front. Once serving complete go to Narthax of church to process forward together.

3 North Once you receive your element tray go to left leaving room for #4 and #5. Go to North (parking lot) centre aisle serve front to Narthax, skipping those in assisted rows. Once serving complete go to Narthax of church to process forward together.

4 North Once you receive element tray, stand beside #3. Go to North (parking lot) side Aisle server from front to Narthax, skipping those in assisted rows individually first. Once serving complete go to Narthax of church to process forward together.

5 North – Once you receive element tray, stand beside #4. Go to North (park side) proceed to serve assisted rows members individually and then proceed to serve North (parking lot) side wing then remain as bearer of additional elements for Servers 3 & 4. Once serving complete go to Narthax of church to process forward together.

7 Choir The table assistant will give the tray to the choir member on the North (parking lot) side. This person will pass the tray through the back row. A Choir member will serve front row (if necessary) and Music Director and then send back through the center row. Then the first choir member will serve

any in front pew. The assisting server will retrieve the tray once the choir is served.

Come forward

- f) There are 9 persons necessary to serve elements for coming forward; two to shepherd the people to elements, two for each element, two to serve the assisted living rows, one choir member, plus a person at Communion Table to replenish elements as required. Two small baskets for ushers to hand to person should they wish communion in their seat.
- g) Communion team members are asked to gather 20 minutes prior to service with communion coordinator and/or Minister to ensure that all required members are ready to serve.
- h) During the last verse of the hymn preceding communion, the assistant at communion table will uncover dishes and return to seat at communion table as the Minister does the welcome and invites all to the table.
- i) Servers will take their place when the Worship Team lead or person asked to serve by the worship chair. The Minister will pass to communion table assistant who will pass to servers, bread servers and the juice servers with the Minister taking a tray of juice to serve on floor of church along with the Chair of Council.
- j) The Bread/celiac (option should be a bowl in middle of bread tray) and then the “wine” (usually minister(s)). The Bread and wine servers are at either side at the end of Stage with a space in middle for consumption and disposal of the wine container.
- k) The ushers will shepherd the congregants from their seats by standing at the end of the pew on the side aisle and ask

