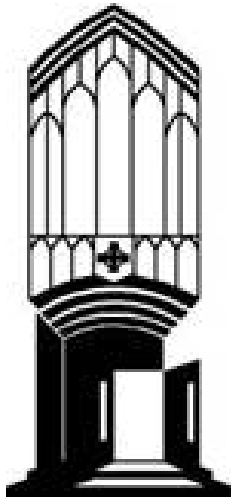


# ***GREETER, LITURGIST, COMMUNION, AND BAPTISM PROCEDURES***

***October 2009-September 2010***



**FAIRMOUNT  
PRESBYTERIAN  
CHURCH**

Distribution:

2009-2010 Elders

Louise Westfall

Eric Dillenbeck

Dick Clewell

Missy Shiverick

Kerri Chapman

Gene Smith

Communion Folder in Office Filing Cabinet

Shawn Miller to post on the Elders' page of the FPC Website

## INTRODUCTION

These procedures are prepared by the Worship Council of Fairmount Presbyterian Church. This document is available on the Fairmount Presbyterian Church website at [www.fairmountchurch.org/elders.asp](http://www.fairmountchurch.org/elders.asp). Please direct questions or suggestions for improvement to this document to Brad Pohlman, 2009-2010 Worship Council chair, at [pohlmab@ccf.org](mailto:pohlmab@ccf.org).

Fairmount's current elders serve as greeters and liturgists at the 2 Sunday services, prepare and serve the sacrament of Communion, and assist the pastors in the sacrament of Baptism. Each elder is expected to be a greeter or liturgist 2 times per month. Elders sign up at the monthly Session meeting or through email. The incomplete & eventually completed monthly schedule is also posted on the Fairmount Presbyterian Church website at [www.fairmountchurch.org/elders.asp](http://www.fairmountchurch.org/elders.asp). A member of the Worship Council makes reminder phone calls to the greeters and liturgists the Thursday before they serve.

Each elder is also assigned to one of two Communion teams. The teams prepare the elements and serve Communion in the sanctuary, following the schedule published in this document. Two elders serve as co-captains for at least one Communion Sunday a year.

Baptism is held usually on one (but sometimes more than one) Sunday of the month. A primary and a back-up elder are assigned for each month.

## GREETER RESPONSIBILITIES & PROCEDURES

### Greeter Responsibilities

Greeters welcome worshipers to all Sunday morning and evening services. They are often the first Fairmount face a visitor sees and thus play an important role in church growth and evangelism. They also answer questions for worshipers, such as where to find places in the building, worship procedures, etc. Greeters at the 8:30 AM service perform additional duties (see page 3).

### Greeter Schedule

For all assignments, please be ready to greet 30' prior to the beginning of the service. Be sure to wear your name tag.

Location	September – May	Summer Memorial Day-Labor Day
Chapel – 8:30 Service	8:00 – 8:30 AM	8:00 – 8:30 AM
Scarborough Door (hall outside Main Office)	9:30 – 10:15 AM	Not applicable
Andersen Hall Narthex (by painting of Madonna and child)	10:30 – 11:00 AM This greeter position is served by a member of the Elders Association	9:30 – 10:00 AM
Fairmount Blvd Narthex	10:30 – 11:00 AM	9:30 – 10:00 AM
Scarborough Door (hall outside Main Office)	10:30 – 11:00 AM	9:30 – 10:00 AM

## 8:30 AM Chapel Service

### I. Before the service

- Purchase 2 round loaves of bread for Communion
- Arrive no later than 8:00 AM.
- Light the candelabra.
- Fill the baptismal font (except when there is a baptism scheduled)
- Obtain the pitcher, chalice, 2 plates, juice trays, cups, and juice cup fillers from the chapel supply closet.
- Fill pitcher ½ full with grape juice from the refrigerator in the kitchen or in the silver closet on the floor on the right side of door. (The key to closet is in the office Communion folder.)
- Cut one loaf of bread about 2/3 in center and place on one of the plates.
- Cut the other loaf into bite sized pieces and spread them out on the other plate.
- Place 50 plastic juice cups in a juice tray and fill each cup ~½ full.
- Place the pitcher, cup, juice tray, and the 2 plates on the Communion table.
- Place attendance folders on end chair of each row along the center aisle.
- Put out 2 offering plates on the table in the back.
- Recruit one person to assist you in collecting the offering.

### II. Greeting

- Welcome people as they arrive.
- Distribute bulletins.

### III. During the service

- Close the doors during the first hymn.
- Remain near the door to continue greeting.
- Count the number of people present (including pastors and musicians).
- Collect the offering at the appropriate time.

### IV. After the service

- Replace hymnals.
- Extinguish candles.
- Collect the attendance folders and remove attendance sheets that have been signed.
- Check each folder for the pencil, prayer cards, offering envelopes, sign-in sheets, etc, and replenish as needed from the supply closet.
- Put the attendance folders in the closet.
- Put the offering plates in the closet.
- Take the communion supplies with juice and bread to the kitchen; wash, dry and return the supplies to the chapel closet.
- Place the offering in a yellow envelope labeled with the date & time and place the envelope in the safe with the office volunteer.
- Prayer cards should be put in the bottom right mail slot marked "prayer requests."
- Put attendance sheets and the service attendance count in Kerry Chapman's mailbox.

# LITURGIST RESPONSIBILITIES & PROCEDURES

## Liturgist Responsibilities

The liturgist serves as a lay assistant to the pastors during the worship service. The liturgist:

- leads the Call to Worship
- reads the Call to Confession
- guides the congregation through the Prayer of Confession
- delivers the Assurance of Forgiveness
- announces the Passing of the Peace (when applicable)
- assists in serving Communion by modified intinction at the 8:30 AM service
- reads a scripture passage (when applicable)

## Liturgist Procedures

Kerri Chapman (Office Manager) will email the bulletin to you so that you can review your parts in advance. If you do not receive this by Thursday, call the church office.

Practice out loud your assigned readings. Clarify pronunciations with staff.

Meet with the lead minister in his/her office 15' before the service to pray and clarify service procedures (noted below). Walk into the chapel/sanctuary with minister(s) and sit with the pastor (chapel) or behind the lectern (right side of Communion table – Sanctuary).

Have Bible marked and notes/bulletin ready. Don't forget reading glasses, if needed.

Adjust microphone so it points towards chin; speak up and clearly.

Pause and look up before starting the Call to Worship. Do not say "Please join me in the Call to Worship" or "Good Morning."

The following suggestions for Call to Confession and Assurance of Forgiveness are consistent with Fairmount theology and have been approved by the pastoral staff. If you intend to use a different Call to Confession or Assurance of Forgiveness, please discuss with the lead minister prior to the service.

**Call to Confession** – to be used before the unison Prayer of Confession.

- *In faith let us come before the Holy God and examine how things are with us. [unison prayer]*
- *Let us confess the secret sins in the hidden spaces of our lives, which hold us in fear, keeping us from God and from each other. [unison prayer]*
- *If we say we have no sin, we deceive ourselves, and the truth is not in us. But if we confess our sins, God who is faithful and just will forgive us our sins and grant us a new beginning. Let us pray. [[unison prayer]*
- *Jesus said: You shall receive power when the Holy Spirit has come upon you, yet we fear the Spirit's power. Let us confess our slowness to embrace the new life of the Spirit. [unison prayer]*
- *Trusting in God's grace, let us confess our sin together. [unison prayer]*
- *Remember that our Lord Jesus can sympathize with us in our vulnerability, since in every respect he was tempted as we are, yet without sin. Let us then with confidence approach the throne of grace that we may receive mercy to help in time of need; let us pray together [unison prayer]*

- *God's love is unconditional; in God's house we are able to confront freely the things within us that are not right, knowing we are accepted, and can be forgiven. Let us offer our prayer of confession. [unison prayer]*

**Assurance of Forgiveness** – to be used after the silent prayers and Kyrie.

- *Ask and you shall receive, seek and you shall find, knock and life will be opened before you. Friends, rise up and live in freedom and faith, believing the good news! [response]: In Jesus Christ we are forgiven and restored to new life!*
- *God from whom nothing is hidden and who knows the motives of our hearts, forgives us our sins and declares to us the joyful truth that we are a liberated people. Friends believe the good news! [response]*
- *Anyone who is in Christ is a new creation. The old life has gone; a new life has begun. Friends, believe the good news! [response]*
- *The mercy of the Lord is from everlasting to everlasting. May the God of peace, who forgives us all our sins, strengthen us in all goodness and by the power of the Holy Spirit, keep us in eternal life! Friends, believe the good news! [response]*
- *God's Word to us is a word of forgiveness and grace. Nothing can separate us from the love of God through Christ Jesus our Lord. Friends, believe the good news! [response]*
- *God sent Christ into the world not to condemn, but to save. Through the power of the Holy Spirit, let us live as children of God! Friends, believe the good news! [response]*
- *Who is in a position to condemn? Only Christ; and Christ died for us, Christ rose for us, Christ reigns in power for us, Christ prays for us. Anyone who is in Christ is a new creation. The old life has gone; a new life has begun. Friends, believe the good news! [response]*

**Pass the Peace** – to be used to announce passing the peace (when applicable).

- *Since God has forgiven us in Christ, let us forgive one another, as we pass the peace of Christ.*
- *On this day that the Lord has made, please turn to one another and share the Peace of Christ.*

**Scripture Reading** – if you are assigned during the service:

Before the reading say, "A reading from (the gospel according to Luke), in the (fifteenth) chapter beginning at the (#) verse which can be found on page (#) of the (Old /New) Testament in your red pew Bibles.... Listen for God's Word....."

Pause before starting to let the congregation find the bible reading.

After the reading say, "The Word of the Lord;" congregation responds, "Thanks be to God."

**Serve Communion at the 8:30 AM Chapel Service**

Following the invitation to communion and when signaled, take the juice tray and stand next to the pastor. As you serve the juice to each worshiper, say "Cup of Salvation." Hold the elements at an appropriate height for each parishioner to comfortably reach them.

# COMMUNION SCHEDULES, RESPONSIBILITIES, & PROCEDURES

## Introduction

Communion is served every Sunday in the chapel at the 8:30 AM service. The greeter for 8:30 AM service is responsible for setting up communion before the service and cleaning up after the service, respectively (see 8:30 AM Chapel Greeter Responsibilities on page 3). The liturgist at the 8:30 AM chapel service assists the pastor in serving Communion by modified intinction.

Communion is served in the Sanctuary on the first Sunday of each month during the 11:00 AM (10:00 AM in the summer) service and during the Maundy Thursday evening and Saturday evening Easter Vigil services. It is served either by modified intinction or by passing the elements to the congregation in the pews. The method of serving is noted in the schedule.

Each elder is assigned to a Communion Team, and each team is responsible for serving communion 6-7 times each year. The teams and schedule are on pages 7-8.

If you cannot serve on a Sunday that you're assigned, it is your responsibility to find a substitute, and notify your team captains of the change. Try to swap with a current elder; then members of the Elders' Association (elders who are no longer serving on Session), and then deacons.

For Communion in the Sanctuary, 2 elders serve as Team Captains. The captains:

- Prepare the elements and setting up the communion table before the service
- Confirm that there are enough elders for all serving positions
- Consult with the pastors on last minute instructions
- Convene the team of serving elders 30' before the service for prayer and instructions
- Coordinate with the Usher Team Captain on last minute instructions
- Supervise clean-up after the service.

All elders who serve Communion also help clean up after the service.

# COMMUNION TEAMS

## 2009-2010 Communion Team 1

Name	Email	Phone	Position when passing elements
Diane Gent	dmgent@roadrunner.com	216-702-1865	#1 pulpit
Jim Dakin	jim_dakin@yahoo.com	216-991-5119	#2 pulpit
Charles Skinner	csskinner@aol.com	440-333-8850	#3 pulpit
Clark Pope	clarkpope@gmail.com	216-561-1151	#4 pulpit
Todd Harris	toddharris715@hotmail.com	216-398-7081	#5 pulpit
Sharon Milligan	sharon.milligan@case.edu	216-991-9737	#1 lectern
Keith Mills	kccmills@cox.net kmills@ppg.com	216-642-3039	#2 lectern
Barbara Best	babest2001@gmail.com	216-849-4321	#3 lectern
Brendan Pham	brendan_pham@hotmail.com	216-371-6794	#4 lectern
Jane Bashour	jbb515@sbcglobal.net	440-247-8827	#5 lectern
Ashley Smith	asmith@clevelandorchestra.com	412-848-6303	Choir loft
<u>Team 1 elders without an assigned passing position</u>			
Bryan Seekely	bseek57@aol.com	440-461-4264	

## 2009-2010 Communion Team 2

Name	Email	Phone	Position when passing elements
Peter Gerhart	pmg2@po.cwru.edu	216-295-1213	#1 pulpit
Jean Sylak	jsylak@sbcglobal.net	216-291-8611	#2 pulpit
Susan Kent	srkent914@aol.com	216-321-3243	#3 pulpit
Beth Shick	elizabeth000@ameritech.net	216-751-4996	#4 pulpit
Stephanie Jackson	jackson_dennis@sbcglobal.net	216-491-9003	#5 pulpit
Rob Hilton	rob.hilton@mcgregoramasa.org hiltoro_99@yahoo.com	216-932-7538	#1 lectern
Justin Roberts	justin.roberts@usdoj.gov	216-921-3448	#2 lectern
Chin-Tai Kim	cxc6@po.cwru.edu kimsuro9@aol.com	216-991-0547	#3 lectern
Nancy Gillombardo	ngillombardo@yahoo.com	216-862-5221	#4 lectern
Kevin Petru	klpetru@aol.com	330-995-4626	#5 lectern
Lee Sealfon	lsealfon@vnacleveland.org	216-382-5971	Choir loft
<u>Team 2 elders without an assigned passing position</u>			
Bonnie Lindberg	blindb5321@aol.com	216-932-8175	Brad Pohlman pohlmab@ccf.org 216-295-0547

## COMMUNION SCHEDULE

Date	Team	Team Captains		Serving Style
<b>2009</b>				
October 4	2	Brad Pohlman	Nancy Gillombardo	modified intinction
November 1	1	Jim Dakin	Diane Gent	passing in pews
December 6	2	Peter Gerhart	Jean Sylak	modified intinction
<b>2010</b>				
January 3	1	Charles Skinner	Clark Pope	modified intinction
February 7	2	Beth Shick	Susan Kent	passing in pews
March 7	1	Sharon Milligan	Todd Harris	modified intinction
April 1 Maundy Thursday	2	Stephanie Jackson	Rob Hilton	modified intinction
April 3 (Saturday) Easter Vigil Saturday	1	Keith Mills	Barbara Best	modified intinction
May 1	2	Justin Roberts	Chin-Tai Kim	modified intinction
June 6	1	Brendan Pham	Jane Bashour	passing in pews
July 4	2	Kevin Petru	Lee Sealfon	modified intinction
August 1	1	Ashley Smith	Bryan Seekely	modified intinction
September 5	Elders' Ass'n	Bonnie Lindberg	Elder's Ass'n Member	modified intinction

### COMMUNION TEAM 1

#### Dates serving by passing in the pews

November 1 and June 6

#### Dates serving by modified intinction

January 3, March 7, April 3 Easter Vigil (Saturday), and August 1

### COMMUNION TEAM 2

#### Dates serving by passing in the pews

February 7

#### Dates serving by modified intinction

October 4, December 6, April 1 (Maundy Thursday), May 1, and July 4

# PREPARING THE ELEMENTS FOR COMMUNION BY PASSING IN THE PEW

## Introduction

The elements may be prepared the day before (e.g. Saturday morning) or the day of the Communion service. If you have not prepared Communion previously, allow 45-60' to prepare the elements and another 45-60' to set up the Sanctuary. If you intend to do everything on Sunday morning, allow at least 90'. If you plan to set up on Saturday morning, please contact the church administrator, Eugene Smith, during the week so that he can tell the custodians when you'll be arriving on Saturday morning so they can unlock the church ramp entrance and the office door.

## Purchase the Bread

Buy and bring the bread to be used in the service. If you want to be reimbursed, submit a Request for Reimbursement form to Susanne Knauer.

† Two loaves of bread to be sliced into cubes (Pepperidge Farm slices easily)	† One round loaf to be sliced 2/3 through, placed on the plate and used by the pastors
a. One loaf of white b. One loaf of wheat	† One loaf of rice bread (Ener G from Heinen's**) for worshipers with allergies: Gluten, wheat, egg, nut and milk free

Obtain the key to the Communion silver storage closet in the basement: This key is on a large ring in the church office Communion folder, in the front of the Session folders in the top, right-hand filing cabinet drawer.

\*\* EnerG from Heinen's or Whole Foods is a suggestion and may not always be available at each store. Check ahead of time. Check ingredient list on the wrapper carefully to be sure none of the above ingredients are present and that the bread was not processed in a facility where nuts are also processed.

## Assemble the Supplies

Remove from the Communion Storage Closet the following items and assemble in the kitchen. Use one of the kitchen carts to ease your transport.

Silver pedestal plate (compote) with doily to hold the bread the pastor uses to demonstrate the Last Supper	(2) small silver Communion-cup trays (46-cup capacity) for the choir loft and 1 cover (only one tray is needed for summer choir)
Large silver pitcher for minister to pour juice into the large chalice to demonstrate the Last Supper	The large linen tablecloth with Alpha and Omega symbols on it, for the Chancel table (which hangs on the right in the silver closet). Check for wrinkles ahead of time
14 silver bread plates and paper doilies (10 for the Chancel Communion table, 2 for the allergy-free bread, and 2 for the choir loft [only 1 in summer])	1 small tablecloth (square) to be placed on the organ in the choir loft
11 large silver Communion-cup trays (53-cup capacity) (one is a back-up for Ushers' Room) and 2 tray covers; disposable cups	8 blue plastic baskets for clean-up; place paper napkins in them
Large silver chalice (which is stored in the locked closet in the hallway by the Scarborough Narthex entrance. Ask the custodians if it isn't on the communion table	Grape Juice (located to the right on the floor) White plastic juice fillers
Silver tray - from the closet on the right – to place under the silver chalice, pitcher and bread	

**Prepare the Elements** – either the day before (e.g. Saturday morning) or the day of the service

1. Fill the outer 2 rings of each tray with plastic cups. Using the plastic juice fillers from the closet, “fill” each juice cup (½ full or they will spill during transport). Then stack the large trays into 2 stacks – one with 5 and one with 6, place the covers on them, and place them on the kitchen cart. Do the same with the 2 small trays and cover. If prepared the day before communion, store the juice in the refrigerator overnight. Place the remaining juice in the refrigerator and mark with date so that it is easy to identify in the morning for 8:30 AM Communion. You may wish to fill the juice cups on Sunday morning upstairs to prevent the juice from spilling while transporting the trays on the cart and in the elevator.
2. Fill silver pitcher with about one cup of grape juice.
3. Cut each bread slice 4 times in each direction resulting in 16 cubes per slice. Stacks of 4-5 slices at a time may be cut quite nicely.
4. If preparing the day before the service, place the regular bread cubes in plastic bags and place them in the refrigerator. Leave the bread trays with doilies from the closet on the kitchen cart.
5. After washing hands and using a different knife and cutting board, cut the allergy-free bread into serving pieces. Place in a separate bag in the refrigerator and mark it clearly. This bread dries out easily; be sure the bag is sealed and air-tight.
6. Wash the juice fillers with very hot water to remove any sugar and return them to the closet.
7. Store the kitchen cart in the pantry until Sunday morning.

### **Final Preparations on the Day of Communion**

The Sanctuary setup should be completed by 10:15 AM (9:15 AM in the summer). Use the elevator to bring the Communion materials to the Sanctuary. Refer to photos of Communion table (located in Communion folder).

1. Place the tablecloth on the table and center it so that the overhang is even on all sides.
2. Place 2 bread plates at each end of the table (4 plates total).
3. Place the juice tray lids next to the bread plate on each end of the table, flush with the back edge of the table.
4. Place one stack of 5 juice trays between each end of the large tray in the center and the 2 lids; replace tray lids on top of each stack of juice trays.
5. Put the large silver tray in the center of the table, toward the side where the pastor stands.
6. Place the chalice alone in the middle of the silver tray
7. Place the remaining 6 bread plates at even intervals along the front of the table (nearest the congregation side).
8. Divide the regular bread cubes evenly among the 10 bread plates on the Communion table and the 2 bread plates (for the choir).
9. With washed hands, place the allergy-free bread on one silver plate for the chancel and one silver plate for the choir loft, both plates marked “Gluten/wheat/egg/nut and milk free bread”. If possible, cover with plastic wrap until ready to serve so it won’t dry out.
10. Place 3 blue baskets under each elders’ bench with paper napkins inside.
11. Place the 11<sup>th</sup> juice tray in the Ushers’ Room for back-up use
12. In the choir loft before the choir starts to rehearse at 10:20 AM:
  - a. Place the small, square tablecloth on the organ console opposite the keyboard.
  - b. Place the 2 (one in the summer) small juice trays with cover on the organ
  - c. Place 3 (2 in summer) bread plates (one allergy-free) with bread on the organ console.
  - d. Place 2 plastic baskets on a chair near the organ but not on the tablecloth

## **SERVING COMMUNION BY PASSING IN THE PEWS**

### **Team Captain Responsibilities – No later than Wednesday before the service**

The two elders serving as Team Captains should contact each member of the Communion Team who is to serve and remind them again that Communion is to be served on Sunday. Please also contact any substitute whose name has been given to you. If an elder indicates that he/she plans to find a substitute, ask that elder to have the substitute call you for instructions. Arrange for 2 choir members who are also elders (or Elders' Association members or deacons) to serve the choir in the choir loft. They do not need to be members of the elder team on duty that week.

### **Prior to the Service**

Please be mindful that we are serving God by dressing in a manner that is reverent.

Meet with the team captains promptly at 10:30 AM (9:30 in the summer) in the chapel for prayer and check-in.

If you need a substitute, it is your responsibility to obtain one and notify your Team Captain as soon as possible. Please remind your substitute that the Instructions for Serving Communion are available on the Fairmount Presbyterian Church website at [www.fairmountchurch.org/elders.asp](http://www.fairmountchurch.org/elders.asp), and in the elders' file drawer in the office. Please inform your substitute that they must attend the 10:30 AM Sunday check-in meeting in the chapel.

### **During the Service**

Remember that Communion is a joyous sacrament and it's okay to smile. ☺

In communion, God gives us the bread of life and the cup of salvation. To demonstrate this, serving elders will present a loaf of bread and the pitcher of grape juice, along with the offerings. During the offertory, all serving elders will assemble in the Fairmount Narthex, and during the singing of the Doxology, the elders will LEAD the ushers to the chancel in pairs. The first pair will carry and place on the silver tray (which is on the Communion table) the compote (pedestal plate) with the loaf of bread on the lectern side and the pitcher on the pulpit side and then be seated in the chancel, followed by the others taking their places in the chancel.

After the pastor has issued the invitation and read the Institution of the Last Supper, and receiving your signal from the elder in pulpit position 5, all elders stand and take their places in front of the Communion table.

Pick up a plate/tray from the pastor, using both hands. As you pick up the elements, beginning with position 5, face your counterpart and walk down the chancel steps together to take your position in the Sanctuary. Separate from your counterpart when you reach the bottom of the steps, and proceed to your position, except for position 4, who continue to walk together to their starting point in the middle of the center aisle.

As soon as elders in position one receive their elements, they will first serve those in the Chancel and then take their position in the Sanctuary.

- Pulpit position one will serve the center minister and then the minister(s) on the left.
- Lectern position one will serve the minister(s) on the right.

All elders in all positions begin to serve when the elders in position one start to serve the congregation. At every pew as you serve the bread, say, "Bread of Life." As you serve the juice, say "Cup of salvation." Pass the elements through full pews only. If people are sitting on the ends, serve them from the right and left.

Signal to a pastor or usher (as instructed in the bulletin) if a worshiper requests the allergy-free bread. Remember that some of our members have not been able to participate fully in communion

for many years because of allergies to some bread ingredients. Do not call unnecessary attention to them.

Lectern position 4 will serve the ushers in the Narthex. Elder choir members will serve the choir and service recorder; Communion elements will already be in the choir loft.

If more of the elements are needed, positions 2 and 5 should trade trays with position 3. An extra, partially filled tray will be in the Ushers' Room for back-up.

When you and your counterpart have finished serving, stand in the aisle until all worshipers are served and the minister stands; this is the cue to return to the Chancel. When the ministers stand, proceed forward in pairs. Position 4 will pause at the first pew long enough for positions 2 and 3 to walk up to the Communion table. Positions 2, 3 and 5 (side aisles) should meet their counterpart in the center before proceeding up the steps together. Hand your plate/tray to the minister and return to your place at the elders' benches, sitting when all are in place. The ministers will then serve the elders.

### **After the Service**

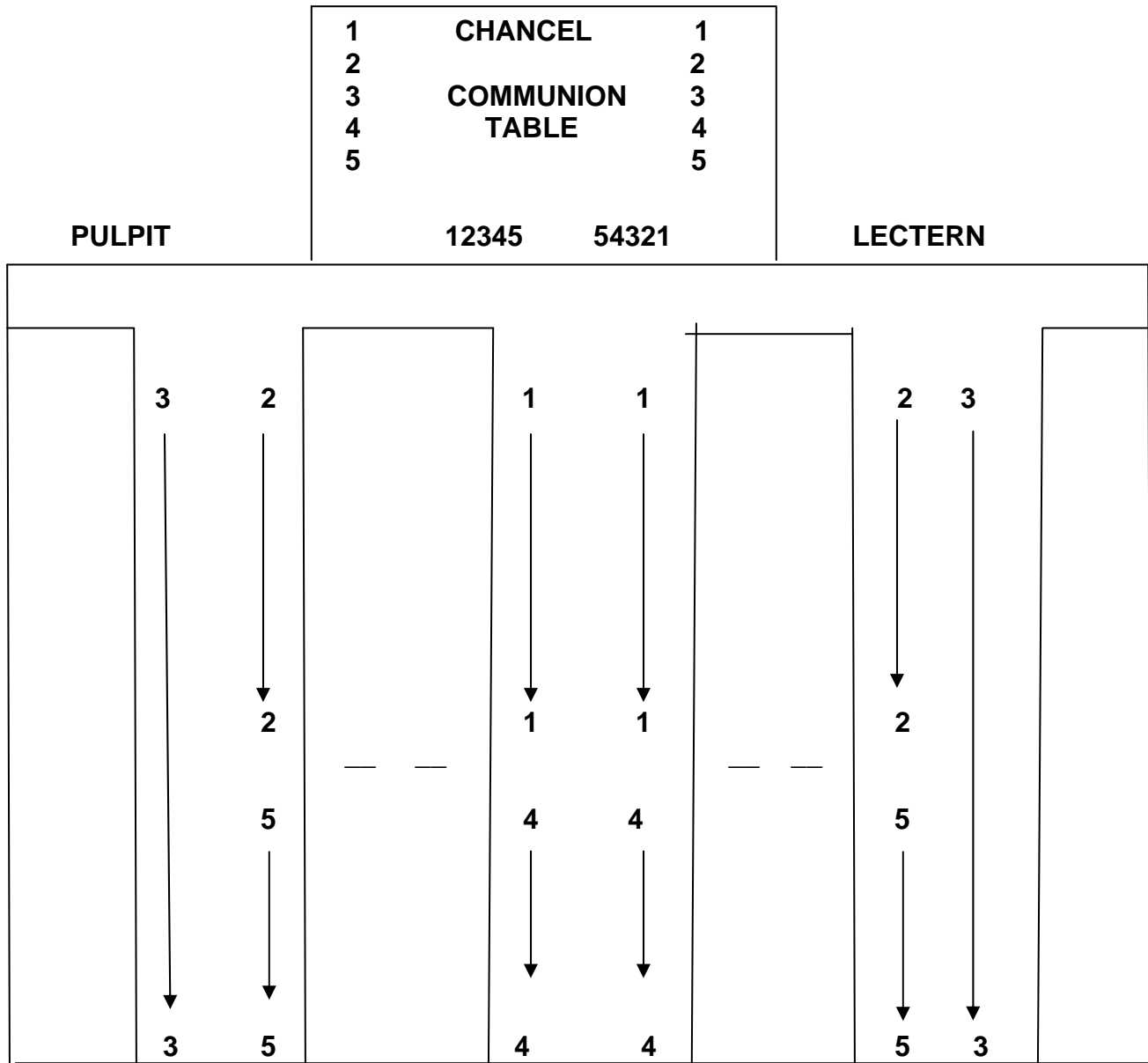
Following the service and the postlude, gather the plastic cups from the pew racks where you served, using the blue baskets under the benches in the chancel. Clear all communion materials from the communion table and choir loft; take to the kitchen on a cart.

Assist in the kitchen to wash and repack the silver pieces. With everyone helping, this usually takes about 30'. Spouses and/or other family members are welcome to help with this task.

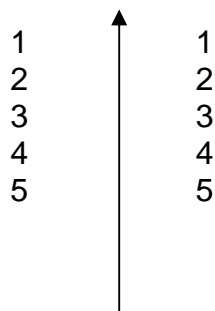
### **Clean-up**

- Gather all of the juice cups in the blue plastic baskets. Pitch/recycle them.
- Pack up everything on Communion table and organ console in choir loft, including blue plastic baskets.
- Return everything on kitchen cart to kitchen.
- Throw away any extra bread or grape juice.
- Wash trays, pitcher, and chalice in very hot water.
- Return silver items to cloth coverings to prevent tarnishing
- Return trays and stack in silver closet.
- Fold tablecloths, but if soiled leave for custodial staff in church office, marked.
- To remove a small stain, check with custodial staff
- Return the large chalice to the closet by the Scarborough entrance to the sanctuary
- Return all other items to the Communion Storage Closet
- Lock the Communion Storage Closet and return the key to the Communion folder in the front of the Session files in the office

# COMMUNION SERVING PLAN WHEN ELEMENTS ARE PASSED IN THE PEWS



In order to eliminate confusion at the bottom of the steps, please follow this sequence when returning to the Communion table:



# PREPARING THE ELEMENTS FOR COMMUNION BY MODIFIED INTINCTION

## Introduction

The elements may be prepared the day before (e.g. Saturday morning) or the day of the Communion service. If you have not prepared Communion previously, allow 45-60' to prepare the elements and another 45-60' to set up the Sanctuary. If you intend to do everything on Sunday morning, allow at least 90'. If you plan to set up on Saturday morning, please contact the church administrator, Eugene Smith, during the week so that he can tell the custodians when you'll be arriving on Saturday morning so they can unlock the church ramp entrance and the office door.

## Purchase the Bread

Buy and bring the bread to be used in the service. If you want to be reimbursed, submit a Request for Reimbursement form to Susanne Knauer.

† Two loaves of bread to be sliced into cubes (Pepperidge Farm slices easily)	† One round loaf to be sliced 2/3 through, placed on the plate and used by the pastors
a. One loaf of white b. One loaf of wheat	† One loaf of rice bread (Ener G from Heinen's**) for worshipers with allergies: Gluten, wheat, egg, nut and milk free

Obtain the key to the Communion silver storage closet in the basement: This key is on a large ring in the church office Communion folder, in the front of the Session folders in the top, right-hand filing cabinet drawer.

\*\* EnerG from Heinen's or Whole Foods is a suggestion and may not always be available at each store. Check ahead of time. Check ingredient list on the wrapper carefully to be sure none of the above ingredients are present and that the bread was not processed in a facility where nuts are also processed.

## Assemble the Supplies

Remove from the Communion Storage Closet the following items and assemble in the kitchen. Use one of the kitchen carts to ease your transport.

Silver pedestal plate (compote) with doily to hold the bread the pastor uses to demonstrate the Last Supper	(2) small silver Communion-cup trays (46-cup capacity) for the choir loft and 1 cover (only one tray is needed for summer choir)
Large silver pitcher for minister to pour juice into the large chalice to demonstrate the Last Supper	The large linen tablecloth with Alpha and Omega symbols on it, for the Chancel table (which hangs on the right in the silver closet). Check for wrinkles ahead of time
9 silver bread plates and paper doilies (4 for the Chancel Communion table, 2 for allergy-free bread, 1 for the Ushers' Room, and 2 for the choir loft [only 1 in summer])	1 small tablecloth (square) to be placed on the organ in the choir loft
5 large silver Communion-cup trays (53-cup capacity) including 1 for the Ushers' Room, and 2 tray covers; disposable cups	6 blue plastic baskets for used cups and clean-up; place paper napkins in them
Large silver chalice (which is stored in the locked closet in the hallway by the Scarborough Narthex entrance. Ask the custodians if it isn't on the communion table.	Grape Juice (located to the right on the floor) White plastic juice fillers
Silver tray - from the closet on the right – to place under the silver chalice, pitcher and bread	

**Preparing the Elements** either the day before (e.g. Saturday morning) or the day of the service

1. Fill the outer 4 rings of 4 of the large trays with plastic cups. Fill just the outer ring of one of the large trays (to be placed in the Ushers' Room and used by the rovers). Using the plastic juice fillers that are in the closet, "fill" each juice cup (< ½ full or they will spill during transport). Then stack the large trays into 2 stacks – one with 2 trays and one with 3 trays, place the covers on them, and put them on the kitchen cart. Do the same with the 2 small trays (except only fill the 2 outer rings of each tray); stack, cover, and place them on the cart. If prepared the day before communion, store the juice in the refrigerator overnight. Place the remaining juice in the refrigerator and mark with date so that it is easy to identify in the morning for 8:30 AM Communion. You may wish to fill the juice cups on Sunday morning upstairs to prevent the juice from spilling while transporting the trays on the cart and in the elevator.
2. Fill silver pitcher with about one cup of grape juice.
3. Cut each bread slice 4 times in each direction resulting in 16 cubes per slice. Stacks of 4-5 slices at a time may be cut quite nicely.
4. After washing hands and using a different knife and cutting board, cut the allergy-free bread into serving pieces. Place in a separate bag in the refrigerator and mark it clearly. This bread dries out easily – be sure the bag is sealed and air-tight.
5. Place the regular bread cubes in plastic bags and place them in the refrigerator. Leave the bread trays with doilies from the closet on the kitchen cart.
6. Wash the juice fillers with very hot water to remove any sugar and return them to the closet.
7. Store the kitchen cart in the pantry until Sunday morning.

### **Final Preparations on the Day of Communion**

The Sanctuary setup should be completed by 10:15 AM (9:15 AM in the summer). Use the elevator to bring the Communion materials to the Sanctuary. Refer to photos of Communion table (located in Communion folder).

1. Place the tablecloth on the table and center it so that the overhang is even on all sides.
2. Put the large silver tray in the center of the table, toward the side where the pastor stands.
3. Place the chalice alone in the middle of the silver tray.
4. Store the bread on the compote (pedestal plate) and the pitcher with juice in the ushers' room off the Fairmount narthex. Make sure the loaf of bread is sliced 2/3 through.
5. Place a covered stack of 2 juice trays on either side of the large silver tray.
6. Place 5 bread plates (4 regular and 1 allergy-free) at even intervals along the front of the table toward the congregation (with allergy-free plate on the lectern side).
7. Divide the regular bread cubes evenly among the 4 regular bread plates on the Communion table and a smaller amount on the 1 bread plate for the Ushers' Room and the 2 bread plates for the choir loft.
8. With washed hands, place the allergy-free bread on one silver plate for the chancel and one silver plate for the choir loft, both plates marked "Gluten/wheat/egg/nut and milk free bread". If possible, cover with plastic wrap until ready to serve so it won't dry out.
9. Place a blue basket with a napkin at the front of the 2 side aisles for worshiper to place their used cups as they return to their seat. Place the remaining blue baskets with paper napkins under each elders' bench to use after the service to collect any cups that worshipers may have taken back to their pew seats.
10. Place the 5<sup>th</sup> juice tray (with only one outer row of cups) and a regular bread plate in the Ushers' Room for the rovers.
11. In the choir loft before the choir starts to rehearse at 10:20 AM:
  - a. Place the small, square tablecloth on the organ console opposite the keyboard.
  - b. Place 2 (one in the summer) small juice trays with cover on the organ.
  - c. Place 3 (2 in summer) bread plates (one allergy-free) with bread on the organ console.
  - d. Place 2 plastic baskets on a chair near the organ but not on the tablecloth.

# **SERVING COMMUNION BY MODIFIED INTINCTION**

## **Team Captain Responsibilities – No later than Wednesday before the service**

The Team Captains determine which ministers are serving and ensure there are enough elders for a total of 11 servers for the Sanctuary including the ministers. The two elders serving as Team Captains should contact each member of the Communion Team who is to serve and remind them again when Communion is to be served. Please also contact any substitute whose name has been given to you. If an elder indicates that he/she plans to find a substitute, ask that elder to have the substitute call you for instructions. Arrange for 2 choir members who are also elders (or Elders' Association members or deacons) to serve the choir in the choir loft. They do not need to be members of the elder team on duty that week.

Three pairs and one trio of ministers/elders stand in the front (see diagram on page 18). Another two elders rove together – one carries a juice tray and the other carries a tray of regular bread. Determine which elders will be assigned to each serving location and which elements will be served by each.

## **Prior to the Service**

Please be mindful that we are serving God by dressing in a manner that is reverent.

Meet with the team captains promptly at 10:30 AM (9:30 in the summer) in the chapel for prayer and check-in.

If you need a substitute, it is your responsibility to obtain one and notify your Team Captain as soon as possible. Please remind your substitute that a current copy of the Instructions for Serving Communion is in the elders' file drawer in the office. Please inform your substitute that they must attend the 10:30 AM Sunday check-in meeting in the chapel.

## **During the Service**

Remember that Communion is a joyous sacrament and it's okay to smile. ☺

In communion, God gives us the bread of life and the cup of salvation. To demonstrate this, serving elders will present a loaf of bread and the pitcher of grape juice, along with the offerings. During the offertory, all serving elders will assemble in the Fairmount Narthex, and during the singing of the Doxology, the elders (except for the rovers) will LEAD the ushers to the chancel in pairs. The first pair will carry and place on the silver tray (which is on the Communion table) the compote (pedestal plate) with the loaf of bread on the lectern side and the pitcher on the pulpit side and then be seated in the chancel, followed by the others taking their places in the chancel.

Elders from pairs 1 and 2 sit on the pulpit side while elders from pair 3 and trio 4 sit on the lectern side. Roving elders do not come forward, but remain in the Fairmount Narthex. Their juice tray and bread plates will already be in the Ushers' Room.

After the pastor has issued the invitation and read the Institution of the Last Supper, and receiving your signal from the elder captain, elders stand, move to the congregation side of the Communion table, and take a juice tray or bread plate to their position for serving.

The ushers will be prepared to release the congregation by pew. If this is the case, four ushers will release the congregation by row. They are stationed in the aisles at the front of the Sanctuary. Worshipers are released pew by pew starting in the front of the section; ushers release pews a few at a time to minimize the time people stand in line. All worshipers in the center section of the Sanctuary go up the center aisle to the serving station in front of their section and return down the side aisle. All worshipers in the side aisles go up the aisle by their pew, are served by the side stations and return to their pew by the side aisle. As ushers release worshipers from a pew, they should signal the roving elders if there is someone who wants to be served in the pew. A

worshiper requesting allergy-free bread should be directed to trio 4.

As the worshipers take their bread, say "Bread of Life," and as they take their cup, say "Cup of Salvation." Hold the elements at an appropriate height for each parishioner to comfortably reach them.

The two Rovers start in the center aisle, in the back by the Fairmount Narthex.

The elders (or deacons) in the choir loft pass the elements to members of the choir who choose not to come downstairs, and the person in the recorder booth.

One elder from trio 4 will have a plate of allergy-free bread. Worshipers with food allergies will be asked to come to trio 4 to be served. Remember that some of our members have not been able to participate fully in communion for many years because of allergies to some bread ingredients. Do not call unnecessary attention to them.

After all the worshipers from the pulpit aisle have been served, trio 4 may rove and serve additional worshipers, who are unable to come forward. Pair 1 becomes a back-up to Pair 2 after their side is served, as Pair 2 tends to have the most celebrants.

After everyone is served, the servers take turns holding the elements and offering them to one another. All servers, including Rovers, then return the plates and trays to the Communion table and take their seats in the Chancel.

### **After the Service**

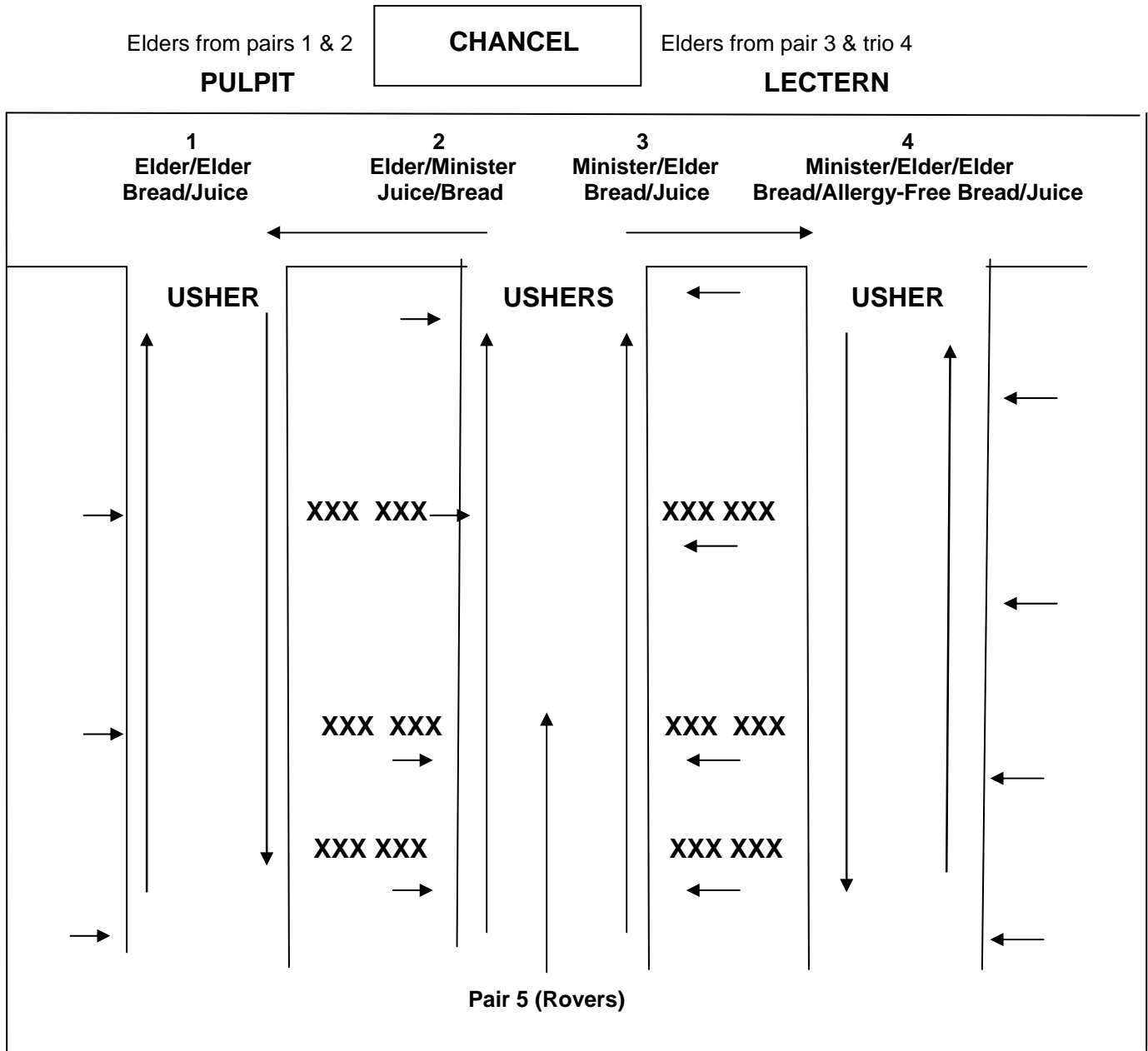
After the service and the postlude, gather the plastic cups from the pew racks where you served, using the blue baskets under the benches in the chancel. Clear all communion materials from the communion table and choir loft; take to the kitchen on a cart.

Assist in the kitchen to wash and repack the silver pieces. With everyone helping, this usually takes about 30'. Spouses and/or other family members are welcome to help with this task.

### **Clean-up**

- Gather all of the juice cups in the blue plastic baskets. Pitch/recycle them.
- Pack up everything on Communion table and organ console in choir loft, including blue plastic baskets.
- Return everything on kitchen cart to kitchen.
- Throw away any extra bread or grape juice.
- Wash trays, pitcher, and chalice in very hot water.
- Return silver items to cloth coverings to prevent tarnishing.
- Return trays and stack in silver closet.
- Fold tablecloths, but if soiled leave for custodial staff in church office, marked.
- To remove a small stain, check with custodial staff.
- Return the large chalice to the closet by the Scarborough entrance to the sanctuary.
- Return all other items to the Communion Storage Closet.
- Lock the Communion Storage Closet and return the key to the Communion folder in the front of the Session files in the office.

## COMMUNION BY MODIFIED INTINCTION SERVING PLAN



# BAPTISM PROCEDURES & SCHEDULE

The sacrament of Baptism may be celebrated on any (but usually only one) Sunday of the month. Kerri Chapman (office manager) will notify you prior to the service if there will be a Baptism in the month you're assigned; she will also send you the text from the Sunday bulletin which includes your role. As with all elder duties, if you have a schedule conflict, it is your responsibility to arrange with your alternate to substitute, or to find another alternate. Be sure to notify Kerri Chapman by Wednesday, so that she can modify the Sunday bulletin and advise the pastor in charge.

## **11:00 Service in the Sanctuary**

- Half an hour before the service, pick up from the main office:
  - the silver bowl that will be placed in the baptismal font
  - the vase to hold a rosebud that will be placed on the Communion table
- Pick up the rosebud from the refrigerator in the kitchen downstairs.
- Make sure the baptismal font is in the front center at the Chancel steps or a position decided by the pastor. Place the empty silver bowl in the font and leave the lid open. Fill the silver pitcher with water. If the pitcher is not on the font, get it from the closet in the hall next to the Andersen entrance to the sanctuary. It is kept in a red bag. Do not fill the bowl (the pastor does this as part of the service).
- Place the rosebud and vase on the Communion table prior to service. If there isn't a rosebud in the refrigerator, take one flower out of the Sanctuary Chancel arrangement for each child baptized (spare bud vases may be found in the office closet).
- Meet the parents in the Chilcote Room South (one of the small rooms off Andersen Hall) 15' prior to the service. Clarify with family if the child (or children) will remain in the service or go to nursery after the Baptism. Remind them there is no flash photography during the service. Tell them about the Infant Oasis, which can be used during the service.
- Take a picture of the family using the digital camera provided to the ushers for the purpose of taking pictures of chancel flowers. The elder is responsible for borrowing the camera from the elders. With prior arrangements Shawn Miller may just take care of it for you.
- Escort the family into the Sanctuary *before* the service begins. The first several pews on the lectern side will be roped off for the baptism family(ies).
- During the service, read the elder statement from the lectern - slowly and clearly.
- After the act of baptizing, still from the lectern, ask the congregation to rise and lead them in the response that is printed in the bulletin.
- Following the procession of family and minister through church, hand the mother only the rosebud and leave the silver vase on Communion table.
- Please accompany, if necessary, the family member who may carry the child(ren) to the Nursery or other classroom. If help (carrying, etc.) is needed with a second baptized child or a sibling, please be available. Exit by the Andersen Narthex door.

## **8:30 AM Service in the Chapel**

- The child and family will be in the service from the beginning. The order of worship may have different prayers. The flower remains the same. Fill the pitcher with water and place the silver bowl in the font. Do not fill the font with water. Return the bowl after the service. Take pictures following the service using the digital camera.

## BAPTISM SCHEDULE

<u>Month</u>	<u>Attending Elder</u>	<u>Alternate</u>
October 2009	Ashley Smith	Jim Dakin
November 2009	Kevin Petru	Peter Gerhart
December 2009	Sharon Milligan	Todd Harris
January 2010	Beth Shick	Brad Pohlman
February 2010	Charles Skinner	Brendan Pham
March 2010	Justin Roberts	Rob Hilton
April 2010	Chin-Tai Kim	Bonnie Lindberg
May 2010	Keith Mills	Diane Gent
June 2010	Stephanie Jackson	Jean Sylak
July 2010	Jane Bashour	Clark Pope
August 2010	Susan Kent	Nancy Gillombardo
September 2010	Bryan Seekely	Barbara Best

Elders not assigned: Lee Sealfon