

## GUIDELINES FOR COMMUNION ASSISTANTS

### YOU ARE IMPORTANT!!

1. Please arrive at church at least 10 minutes prior to the start of the service at which you are serving. Please check in with Pastor, or whoever is conducting the service, to ascertain if there are special instructions for the service. Participation in the pre-service prayer in the sacristy (back room of sanctuary) is encouraged.
2. During the offering, move toward the aisle so you are ready to come to the altar when Pastor invites the Communion Assistants forward.
3. When invited, come forward by the closest aisle then come to the center aisle, bow, and approach the left side of the altar with the other worship assistants. Stand behind the altar to receive communion from the Presiding Pastor.
4. After you have received communion, prepare to receive a chalice from the Pastor.
5. At least 6 people, not including the Pastor(s), are needed to distribute communion. The presiding minister usually distributes the bread. The Communion Assistants distribute the wine and juice. There is a common cup and two pouring chalices on each side. One pouring chalice contains juice. Please let Pastor know if you are not able to use the pouring chalice to fill the individual glasses.
6. After each person has received the bread from the Pastor(s) he/she will move to one of the chalice sites to receive the wine/juice. As you distribute the wine/juice remember to say "Take and drink, this is the blood of Christ, shed for you for the forgiveness of sin." Or the abbreviated "This is the blood of Christ, shed for you" After the person sips from the chalice, wipe the chalice with the purificator (little white cloth) and rotate the chalice  $\frac{1}{4}$  turn for the next person. If you are using the pouring chalice, wipe the lip after each glass is poured. Remember, the consecrated (blessed) wine/juice IS the blood of Christ and should be treated with respect. Do not let it drop on the floor; catch drops with the purificator. Placing the purificator under the Chalice toward the person's chin will catch drops from hitting the floor or the person's garments.
7. The Assisting Minister, who would normally have taken one of the common cups, will be the person who accompanies Pastor to commune those who take communion in the pew and commune our organist or accompanist.
8. After you have finished distribution, return to the altar with your chalice to be placed back on the altar. After your chalice has been so placed go back to the floor level, bow before the altar and return to your seat.
9. After the Pastor and Assisting Minister return from communing those in the pew, the Assisting Minister, or second Pastor, will commune the Presiding Pastor. The Assisting Minister will then return to her/his seat.