



Ralph Connor Memorial United Church

*"The Little White Church on Main Street, Canmore"
Celebrating 125 Years in 2016*



COMMUNION SERVICE DUTIES

PREPARING THE CHURCH FOR COMMUNION SERVICE:

This can be done on Saturday if the church is open and Gordon Hall is available (you can check the church calendar on the website to determine this), or come early Sunday morning around 9:00 a.m.

- Communion Supplies are kept in the storage room at the far end of the upstairs hall
- Embossed Tablecloths are in the lower left-hand cupboards opposite the door
- Communion Table is draped with a 72"x72" Embossed Tablecloth
- Communion Elements are covered with a 52"x52" Tablecloth
- Serving Trays (base, 3 trays, cover), Silver Plates, Pottery Plates, Silver Bowls, Pottery Bowls, Juice Cups, Juice Dispenser, Silver Chalice, Silver Pitcher, and Pottery Pitchers are stored on the open shelf opposite the cupboards

SERVERS PROVIDE:

- 1 sandwich-size loaf of bread (whole wheat or white - no seeds),
- 1 small Symbolic loaf of bread, gluten-free rice crackers or small rice cakes,
- grape juice

PREPARING THE BREAD:

- Remove crusts from sandwich-size loaf of bread and Cut into about 120 bite-size pieces for regular Sundays (not too small because they fall apart and get lost in the chalice when being dipped in the juice). Prepare and cut additional pieces for special services (Easter, Christmas, Thanksgiving). It saves time to do this at home; then bring the pieces to church in a container or bag.
- Slice small Symbolic loaf almost through.



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TWO METHODS OF SERVING COMMUNION:

1. SERVED IN THE PEWS (2 people)

- ❖ Stacking Trays - Base, 3 Trays (for juice cups), Cover
- ❖ Silver Plates x 3 - 2 for cut up bread pieces, 1 for small Symbolic loaf
- ❖ Small Silver Bowls x 2 for gluten-free crackers
- ❖ Silver Pitcher
- ❖ Silver Chalice
- ❖ Juice Cups, Juice Dispenser

METHOD:

- ❖ Divide the cut up bread pieces between 2 plates; put Symbolic loaf on 1 plate
- ❖ Fill the 2 little bowls with gluten-free crackers and place on the 2 bread plates
- ❖ Using the juice dispenser, fill juice cups 3/4 full, place in the three stacking trays, and cover
- ❖ Place all the elements on the Communion table and cover everything with a tablecloth

SERVING:

Come to the table at the appointed time (the minister will usually ask you to approach the altar) and stand on either side of the Minister. Bring your bulletin with you for responsive readings. As the Minister is speaking the "invitation to communion", remove the small cover tablecloth, fold it, and place on chair. Each server will then receive a plate of bread. While one server moves to the pews on the right-hand side of the sanctuary, the other server will serve the pianist/musician(s) first, after which that server will move to the pews on the left-hand side of the sanctuary; both servers will pass the plates around to the congregation moving from the front to the back. When the servers are done, stand together at the back then walk together back to the altar. The Minister will serve each server, and one server will serve the Minister last. The servers will then each receive a tray of juice cups which one server will serve to the pianist/musician(s) first and then both will serve to the congregation as before with the bread.

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2. SERVED BY INTINCTION (3 people)

- ❖ TWO STATIONS - 1 at the front and 1 at the back of the sanctuary
- ❖ Pottery Plates x 3 - 2 for cut up bread pieces, 1 for small loaf
- ❖ Small Pottery Bowls x 2 for gluten-free crackers
- ❖ Pottery Pitcher
- ❖ Pottery Goblets x 3 - 2 for juice and 1 to be left empty

METHOD:

- ❖ Divide the cut up bread pieces between 2 plates; put Symbolic loaf on 1 plate
- ❖ Fill the 2 little bowls with gluten-free crackers and place on the 2 bread plates
- ❖ Fill 2 goblets with juice, 3/4 full
- ❖ Pour juice into pitcher for the Minister to pour into the empty goblet (symbolic gesture)
- ❖ Place all the elements on the Communion table and cover everything with a tablecloth
- ❖ Place a small white cloth or white napkin beside pitcher to catch any drips of juice

SERVING:

Come to the table at the appointed time (the Minister will usually ask you to approach the altar). Bring your bulletin with you for responsive readings. One person will stand on one side of the Minister; two people will stand on the other side of the Minister. As the Minister is speaking the "invitation to communion", remove the small cover tablecloth, fold it, and place on chair. Two servers will receive one plate of bread and one goblet of juice, then proceed to the back of the sanctuary to stand side by side. The remaining server will receive either a plate of bread, or a goblet of juice, and stand beside the Minister at the front of the sanctuary in front of the altar. The pianist/musician(s) will come to the front station first to receive the elements, while the other servers are moving to the back. When offering the bread, the server may speak the words "the bread of life"; or, if offering the juice, the server may speak the words "the cup of life for you". When all have been served the two servers at the back will walk up the aisle together to stand at the altar with the Minister and the third server. The Minister will serve each server, and one server will serve the Minister last.



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** If children are not present during communion, the servers will take the elements to them upstairs at the end of the service, OR, the children will be brought back into the sanctuary to receive communion with their parents.

ALTERNATIVE WORDS TO SPEAK WHILE SERVING BREAD OR JUICE:

Bread for the Journey/the Wine of Arrival

Jesus Christ, the Bread of Life/Jesus Christ, the True Vine

The Bread of Life/the Cup of Blessing

The Bread of Life/the Cup of Love

The Bread of Freedom/the Cup of Solidarity

The Bread of Tomorrow/the Cup of New Life

The Bread of Heaven/the Cup of Life
The Body of Christ, given (broken) for you/the Blood of Christ, poured out (shed) for you

CLEANUP:

- Remove elements and tablecloths from communion table
- Walk through the sanctuary and gather up used juice cups
- Place used juice cups in the garbage
- Wash the Silver and/or Pottery dishes by hand, DO NOT put them in the dishwasher
- Return elements to the shelves upstairs in the storage room
- Linens might need to be laundered; otherwise fold and return them to the cupboards upstairs
- If the juice cup supply is running low, please leave a note in the Office for more to be ordered

Volunteers can find a hard copy of the instructions in a red binder in the storage room upstairs - beside, on top of, or near (in the vicinity of) - the box of communion elements which are located on the shelves.