

Highland Mennonite Brethren Church Ministry Manual - UPreach Communion Preparation Guidelines

1. COMMUNION SCHEDULE

Generally speaking, Highland Church celebrates Communion once a month during a Sunday morning worship service. Each month, the Communion Host – most often the Lead Pastor – chooses a suitable date. The Church Office confirms the date with the Communion Preparation Team Leader. During the week leading up to Communion, the Team Leader clicks “accept” on the volunteer assignment that is e-mailed/texted by the church office. The church office posts a printed worship flow - marked for the Communion Team and listing when Communion is to take place during the worship service – on the bulletin board to the left of the mail folders.

2. COMMUNION SUPPLIES

2.1. *Serving Dishes & Prep Tools*

Communion dishes and tools are stored on the top shelf of the kitchen pantry:

2.1.1. *Left Side*

- 5 individual Bread Plates; 1 lid and 2 older stackable Bread Plates;
- 2 individual Cup Trays; 1 lid;
- 2 plastic juice dispensers with 1 functioning funnel.

2.1.2. *Right side*

- 5 stackable Bread Plates, 1 lid;
- 5 stackable Cup Trays, each with an insert for 40 cups;
- 1 plastic communion cup filler bottle with bulb.

2.2. *Bread & Cup*

The following items are purchased as required:

2.2.1. *Bread*

- Sliced white bread; sandwich bread is ideal; fresh is preferred; one loaf serves 150;
- Gluten-free rice crackers; snack size baggies or plastic wrap; snack baggies can be purchased at *Michael's*.

2.2.2. *Cup*

- One 1.8l bottle of Welch's 100% grape juice; *No Frills* is least expensive;
- Plastic communion cups from a Christian bookstore, church supply store, or on-line; *Better Books and Bibles* is less expensive than *amazon.ca*; an extra box is kept on hand.

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3. COMMUNION SERVERS

- An *APPROVED COMMUNION SERVERS LIST* is updated annually from the membership list, respecting people's physical limitations or time constraints that keep them from serving on the Communion Team;
- During the week(s) leading up to Communion, the Communion Preparation Team Leader finds 5 Servers from the *APPROVED COMMUNION SERVERS LIST*; fewer Servers are needed if Communion is being served as people come forward.

4. BEFORE COMMUNION

4.1. Bread

Prepare at home:

- Cut crust off bread and discard (or save for stuffing or bread pudding);
- Cut each bread slice into 15-20 cubes for a total of 150;
- Break gluten-free rice crackers in half, ensuring that they don't come into contact with bread and that hands are washed between handling bread and crackers;
- Place each gluten-free rice cracker-half into a snack baggie or package with plastic wrap; prepare 14 portions in total.

Arrive early to prepare in the church kitchen:

- Divide bread cubes and gluten-free cracker portions among 5 Bread Plates, filling the unique plate only half as full;
- Stack Bread Plates, placing half-filled unique plate on the bottom of the stack; place lid on top.

4.2. Cup

Arrive early to prepare in the church kitchen; allow ½ hour for filling 100 cups:

- Divide empty cups among 5 Cup Trays;
- Pour juice into communion cup filler bottle with bulb;
- Fill cups in trays ¾ full with 1 squeeze of bulb; fill all cups in 4 trays for Sanctuary; fill only half the cups in 1 tray for Balcony/Nursery; wash communion cup filler bottle and return it to the kitchen pantry;
- Stack Cup Trays, placing half-filled tray on bottom of stack; place lid on top.

4.3. Tables

- Place Communion Table where requested by Communion Host; spread a tablecloth on it (found on shelf within Communion Table); place Bread Plate stack and Cup Tray stack on it;
- Place a small table on the stage; place a cloth napkin (found on shelf within Communion Table) and a pair of mini serving tongs (found in kitchen drawer) on it.

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4.4. Servers

- Meet with Servers at 10:15 a.m. at the Communion Table to give instructions;
- It is vital to follow these aisle and seating order assignments to ensure that Server 5 receives the bottom plate and tray.
 - Assign aisles (facing the congregation):
 - Server 1 – Left/South Aisle and Foyer;
 - Servers 2 & 3 – Centre Aisle and Foyer;
 - Server 4 – Right/North Aisle and Tech Booth;
 - Server 5 – Stage, then Balcony and Nursery.
 - Assign seating order (facing the Communion Host) in front pew(s):
 - Server 1 – Extreme Right Seat;
 - Server 2 – Right Seat;
 - Server 3 – Middle Seat;
 - Server 4 – Left Seat;
 - Server 5 – Extreme Left Seat.

5. DURING COMMUNION

- When it's time for Communion, the Communion Host invites the Servers forward;
- Servers take assigned seats; rise and step forward when instructed to do so; and form a semi-circle facing the Communion Host;
 - Communion Host prays a blessing over the Bread;
 - Communion Host distributes Bread Plates in order from Server 1 to Server 5;
 - Servers 1-4 distribute the Bread to their assigned aisles;
 - Server 5 uses tongs to place individual servings of Bread for the Worship Team onto the cloth napkin on the small table on stage; then serves the Balcony and Nursery;
 - In the event one Server runs out of Bread, another Server shares.
 - When all have been served, the Servers assemble at the sanctuary doors, then walk forward together to return to their assigned positions in a semi-circle around the Communion Host;
 - Communion Host takes the Bread Plates, one at a time, in reverse order from Server 5 to Server 2 and stacks them;
 - Communion Host then takes the Bread Plate from Server 1 and invites the Servers to take their assigned seats on the front pew(s); then he/she serves the Servers and him/herself before stacking the last Bread Plate and placing the lid on top.
 - Communion Host invites the congregation to eat the bread together.
- The Cup is served in the same way, with Server 5 placing as many individual cups onto the cloth napkin on the small table on stage as needed for the Worship Team;
- After drinking the cup, Servers rejoin their families, unless otherwise instructed.

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6. AFTER COMMUNION

- Enlist the help of children or youth to collect and discard empty cups from pew pockets;
- Return Communion Table to its interim location; return small table to storage;
- Take tablecloth and cloth napkin home to wash, if required; if/when clean, fold and store in Communion Table;
- Discard remaining prepared bread and juice;
- Wash Bread Plates and Cup Trays and return them to the kitchen pantry; wash mini serving tongs and return them to the kitchen drawer.

7. OFF-SITE COMMUNION SERVICES

If asked to provide Bread Plates and Cup Trays for an off-site service, ensure that all trays get there and back again. Highland Church Bread Plates and Cup Trays have the church name etched into them. If asked to provide Communion Servers, find willing Servers from the *APPROVED COMMUNION SERVERS LIST*.

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APPROVED COMMUNION SERVERS LIST

REVISED JANUARY 16, 2018

- Buckshon, Cindy
- Buhler, Don & Jackie
- Butlin, Dan & Alana
- Doerksen, Norm
- Dueck, Weldon & Pauline
- Esau, Les & Kerry
- Funk, Dwight & Joy
- Hildebrandt, Ben & Judith
- Hoffman, Jyle
- Hoffman, Richard
- Janzen, Arnold & Bev
- Knelsen, Mark & Kim
- Knox, Don & Ruth
- Konrad, Alf
- Koop, Scott & Angela
- Lovering, Lois
- Peddie, Ryan & Gennie
- Penner, Brent & Carlene
- Pollhaus, Charles & Debbie
- Ratzlaff, Joel & Sydney
- Reimer, Ed & Dorothy
- Robinson, Jerry & Connie
- Saad, Margret
- Sandercock, Michael & Sheri
- Schmidt, Eunice
- Schubert, Gery & Dot
- Sondermann, Marcel & Aurelie
- Spadafora, Antonio
- Tiessen, Vickie
- Unruh, Ernie & Joyce
- von Kampen, Peter & Judy
- Zacharias, John & Lena

Approved by: UPreach Coordinator
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Notice To: Communion Prep Team