



COMMUNION ASSISTANTS

Description of Duties – 8.30 am Worship Service

Before Sunday

Pray about your involvement during the week. Ask that God would bless others through your duties, and bless you through your involvement.

Before the Worship Service

You will need to be at the church at least 20 minutes before the Worship Service (8:10am)

- Please dress appropriately. For males, the following would be suitable: neat pants or shorts; neat buttoned shirt with or without a tie, or a neat polo shirt (no T-shirts please); covered shoes or tidy sandals (no sneakers or thongs please). For females: dress or skirt (not overly short please) with blouse (not low-cut please), or neat slacks with blouse (no t-shirts please); neat shoes (no sneakers or thongs please).
- It is advisable to wash your hands using soap before the Service. If you have a cold, it is recommended that you do so with an alcohol-based hand cleansing product.
- Prepare tray with wafers (keep count of number placed in bowl).
- Place container of gluten free wafers onto the tray.
- $\frac{3}{4}$ fill both chalices with wine.
- Fill jug with wine.
- Fill (2) trays for the individual cups with wine.
- Place tray and clean serviettes on altar.
- Place bowls to collect empty individual cups at the front of aisles.
- Collect portable Communion sets from the vestry table and place onto the altar.

During the Worship Service

- Commune during the “Lamb of God” and then commune the Pastor.
- Assist the Pastor with Distribution, usually giving the wine (i.e. via the chalice or the tray of individual cups). When giving the bread say, “*This is the body of Christ given for you*”, and when giving the wine say, “*This is the blood of Christ shed for you (for the forgiveness of your sins)*”. Bless any non-communing children and adults who present (e.g. place a hand on their head or shoulder and say, “*The Lord Jesus bless you and keep you*”.)
- Stand alongside the Pastor during the words of Dismissal.
- Pass the chalice or tray back to the Pastor to return to the altar.

After the Worship Service:

- Dispose of used individual cups, and wine remaining in the chalices. The wine is best poured out onto the ground in the garden area in front of the school office, or an alternative garden area.
- Wash the Chalices in hot soapy water and leave out for use at the Second Service.
- Count left over wafers from the first Service to determine the number of people who communed.
- Record the number communed, on the sheet in the grey cupboard in the narthex.

Please note that unused individual cups from the first service can be left in the trays for use at the second Service.



COMMUNION ASSISTANTS

Description of Duties – 10 am Worship Service

Before Sunday

Pray about your involvement during the week. Ask that God would bless others through your duties, and bless you through your involvement.

Before the Worship Service

You will need to be at the church at least 20 minutes before the Worship Service (8:10am)

- Please dress appropriately. For males, the following would be suitable: neat pants or shorts; neat buttoned shirt with or without a tie, or a neat polo shirt (no T-shirts please); covered shoes or tidy sandals (no sneakers or thongs please). For females: dress or skirt (not overly short please) with blouse (not low-cut please), or neat slacks with blouse (no t-shirts please); neat shoes (no sneakers or thongs please).
- It is advisable to wash your hands using soap before the Service. If you have a cold, it is recommended that you do so with an alcohol-based hand cleansing product.
- Prepare tray with wafers (keep count of number placed in bowl).
- Place container of gluten free wafers onto the tray.
- $\frac{3}{4}$ fill both chalices with wine (n.b. wine leftover from the first Service should not be put out again, please dispose of any remainders).
- Fill jug with wine (top up from the first Service).
- If necessary, fill individual cups with wine and add to the trays (n.b. you may put out any unused individual cups left over from the first service).
- Place tray and clean serviettes on altar.
- Place bowls to collect empty individual cups at the front of aisles.

During the Worship Service

- Commune during the "Lamb of God" and then commune the Pastor.
- Assist the Pastor with Distribution, usually giving the wine (i.e. via the chalice or the tray of individual cups). When giving the bread say, "*This is the body of Christ given for you*", and when giving the wine say, "*This is the blood of Christ shed for you (for the forgiveness of your sins)*". Bless any non-communing children and adults who present (e.g. place a hand on their head or shoulder and say, "*The Lord Jesus bless you and keep you*".)
- Stand alongside the Pastor during the words of Dismissal.
- Pass the chalice or tray back to the Pastor to return to the altar.

After the Worship Service:

- Dispose of used cups, and wine remaining in the chalices. The wine is best poured out onto the ground in the garden area in front of the school office, or an alternative garden area.
- Return any wine left in the jugs to the flagon in the cupboard.
- Wash the Chalices in hot soapy water and return to the cupboard
- Collect portable Communion sets from the altar and return to the Vestry table..
- Count left over wafers from the Service to determine the number of people who communed.
- Record the number communed, on the sheet in the grey cupboard in the narthex.
- If the rubbish bin in the vestry is full. Please remove and replace. Dispose of full rubbish bags appropriately.
- Advise the Church Office if any supplies are running low (e.g. wafers, wine, cups, rubbish bags).



St Paul Lutheran Church

Living Jesus' Love

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