

WORSHIP SERVANT GUIDE: PREPARING FOR COMMUNION

The practice of Holy Communion was instituted by Jesus and is a central part of Lutheran worship. It is a sacrament that sustains us in our life in Christ. Communion helps people feel a tangible sign of God's love for them. It is a vehicle for the forgiveness of sins and reminder of the promise of everlasting life. It helps us celebrate the joy (Eucharist) of God, the abundance of God, the wide mercy of God, and it helps us remain close to God and connected with one another as the Body of Christ. Thank you for your ministry as you prepare the elements and the altar for worship!

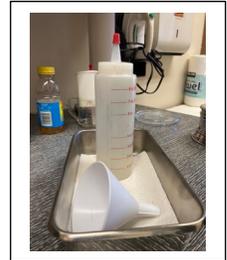
BEFORE WORSHIP

1. Turn on the switch for the sanctuary spotlight.

This switch is on the sanctuary wall next to the acolytes' candle lighters.

2. Fill candles with oil if needed.

- Fill all the candles of both candelabras on either side of the altar and the candles on the altar itself. The metal tops of the candles can be removed so oil can be added.
- Oil is in the upper right cabinet in the sacristy in the plastic bottle with red-capped precision tip. Keep the bottle in the stainless-steel pan so oil doesn't get everywhere.
- If you need additional light to see as you refill the candles, use the headlamp located in the top drawer of the cabinet in the sacristy. A wick threader is also there.



3. Fill the baptismal font with about a half-pitcher of water.

- The pitcher is in the cabinet in the sacristy.
- If there is a baptism, use warm water.

NOTE: From Easter Sunday through Pentecost, the Thanksgiving for Baptism rite is used instead of the Confession and Forgiveness. Therefore, the pitcher of water should be placed beside the baptismal font. Put a small amount of water in the font to reduce splashing when Pastor pours the pitcher into the font.



4. Place the flowers on the altar.

- If the flowers are on the welcome table in the parking lot entrance or are in the sacristy, place them on the altar. Unwrap the vases if they are still wrapped. After service, ask the donor of the flowers if they'd like to take them home. If they do not want to do that, please offer them to others or dispose of them.
- If instead of ordering flowers from the florist, a donor wishes to bring flowers from their own garden, that is perfectly acceptable. Church vases are available for them to use during the service. These vases, however, should remain in the church if the donor takes the flowers home after service.
- ELCA liturgical practice is to limit flowers on the altar to one or two vases, keeping the cross as the central element. Should someone bring in extra flowers, get a stand from the worship storage room, put the flowers in one of the church's vases, and place everything where it can be seen from the pews, but not on the altar.

5. Set up the communion bread.

- The bread should be cut into small squares, but not so small that Pastor cannot easily pick them up.
- Gluten-free wafers are in the upper cabinets in the sacristy. Place four or five unwrapped gluten-free wafers in the glass cup in center of the bowl.
- If bread does not arrive, a bag of pre-cut bread is in the freezer on the east wall of the Hungarian room in the basement. If you use this bread, please let Anne Paine (440-670-4917) know so she can replenish it.



6. Fill the communion cups with wine and grape-apple juice. In general, two trays will suffice, but on busy days, such as Christmas and Easter, make three trays.



- Use the fluid dispenser to fill the cups, doing juice first and then wine.
- Cups of juice fill the inner circle of each tray. First use any open juice; it is stored in the refrigerator in the coffee room. Additional juice bottles are in the cabinet in the room behind the sacristy.
- Cups of wine are placed on the outer rings of the tray. Open wine is located under the sink in the sacristy. Additional bottles of wine are in the cabinet in the room behind the sacristy.



- Do not try to carry the assembled stack! First, move the base to the altar, then the trays, and then the cover.
- Additional cups, juice, and wine are in the cabinet drawers in the room behind the sacristy.

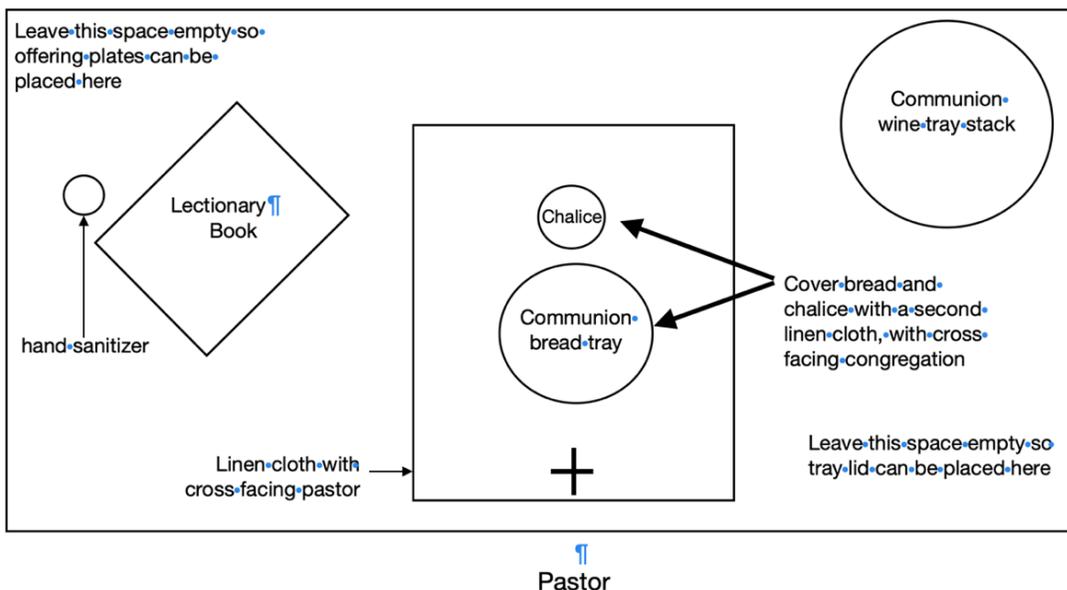
IMPORTANT NOTE: Each tray will contain 8 grape juice cups and 32 cups of wine. Shortly after the service begins, estimate the number of people in the congregation. If it appears that Pastor will run short, please add additional elements to another tray. Do this as the Passing of the Peace begins and continues into the Offering; you'll have several minutes to make the additions this way. Elements can also be added during communion itself if necessary.

7. Fill the chalice with a small amount of wine for Pastor.



8. Arrange these items on the altar as shown in this diagram. The photo on the next page also gives another view of the proper arrangement.

Congregation



- Linens are stored in the drawers in the sacristy cabinets. Center a small linen cloth on the altar with the cross facing toward where Pastor will stand. The communion bread bowl is placed atop this cloth.
- The chalice is placed in front of the bowl.
- Place the stack of wine cup trays to the right, toward the front of the altar. When Pastor removes the cover, she will place it in the empty space, leaving all the elements visible to the congregation.
- Cover the chalice and communion bread bowl with the larger linen cloth, with the cross on that cloth facing the congregation.



9. Place the trays for used communion cups on the two tables used for this purpose.

- Trays are stored on the shelf next to the cabinets in the sacristy.
- Replace the paper doilies if they are soiled. Clean doilies are stored in the sacristy cabinet drawers.

DURING WORSHIP

Sacristan role: Come to the front of the sanctuary during communion, and when the communion assistant's tray of wine/grape juice begins to run low on cups, bring the full tray from the altar to the assistant and exchange it for the empty tray. Return the empty tray to the altar. This helps the communion distribution process go more smoothly.

AFTER WORSHIP

1. Turn off the sanctuary spotlight.
2. Remove the flowers from the altar. Ask the donor of the flowers if they want to bring them home. If flowers have been cut from someone's garden and a church vase was used, be sure the vase stays in the sacristy. If no one takes the flowers home, dispose of them.
3. Empty the baptismal font. Wash, dry, and return the font to the stand.
4. Check to see if the oil in the candles needs to be replenished.
5. Retrieve the communion plate and the trays of wine, along with the lid and base for the stack, from the altar and return them to the sacristy. Also return the linens to their proper places in the drawers.
6. Wash and dry the communion plate.

7. Collect the juice and wine from any remaining cups, along with the wine from the pastor's chalice, in the pitcher. These liquids should be returned to the earth (poured into the ground). The door closest to the sanctuary is on the west side of the building. (Picture attached).

9. Remaining bread may be consumed or taken home and given to birds.

10. Wash the pitcher and the **empty, unused** cups in one yellow basin, rinse them in the second yellow basin, and turn them upside down on a dish towel to dry. These can be used next week.

11. Store open juice bottles in the refrigerator in the coffee room.

12. Store open bottles of wine in the cabinet under the sink in the sacristy.

13. Get the trays holding the used communion cups from the tables in the sanctuary. Discard the used cups. Store the trays on the shelf next to the cabinets in the sacristy.

