**Duties of Communion Elders**

Prior to the service:

* Place 9 chairs behind the Communion Table (check with the Minister).
* Meet with the officiating Minister at 9:45 am in the side chapel. At this time who is doing which task can be arranged. Please note the seating chart below.

During the service:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1**  Bread |  | **2**  Bread |  | **3**  Wine |  | **4**  Wine |  | **Minister** | |  | **5**  Wine |  | **6**  Wine |  | **7**  Bread |  | **8**  Bread |
|  | | | | | | | |  |  |  | | | | | | | |
| **Children’s Room Side** | | | | | | | |  |  | **Piano Side** | | | | | | | |

* 1 and 2 serve bread on the children’s room side
* 3 and 4 serve wine on the children’s room side
* Officiating Minister in the middle
* 5 and 6 serve wine on the piano side
* 7 and 8 serve bread on the piano side.

* Numbers 1 and 8 remove and fold up the cloth covering the elements for the sacrament when the servers take their place behind the table, usually during the singing of the Communion hymn. When folded it is placed under the communion table.

* On completion of their serving all the servers wait at the main doors at the rear until all serving is complete. They then all process forward as a group and return the elements to the Minister for placement on the Communion table.

* It is the prerogative of the Officiating Minister as to when the servers and Minister receive the sacrament.

* The cloth is replaced by Numbers 1 and 8 during the singing of the last hymn.

At the conclusion of the service

* The first two named people on the Communion roster wash the glasses.
* The other servers return chairs to nave.
* All communion ware is returned to shelves in storeroom
* Communion Tablecloth is placed on chapel table.
* Surplus wine and bread is covered and placed in fridge ready for afternoon communion (plus 10 glasses on 1 tray) (first Sunday of the Month only).