



VISTA

Volunteers Industriously Sharing Their Abilities

COMMUNION STEWARD

Prepare the elements.

- ◆ Arrive 15-20 minutes before service to prepare bread and wine/grape juice.
- ◆ Bread is provided by the Friends bread baking committee and is stored in the freezer. It can be defrosted in the microwave. One loaf is needed for Wednesday nights. Three loaves are typically needed for 10:30 Sunday. The wine is stored out-of-sight in the copy room, by the pastor's office. It is located in the lower cabinet, next to the file cabinet. The administrative assistant will contact the communion server to let him/her know if supplies are low and more wine and/or grape juice should be purchased before the service.
- ◆ Make a very small starting cut about an inch deep on the bottom surface of the bread so that it's easier for the worship leader to break it in two.
- ◆ Fill brown-banded chalice about ½ full with wine.
- ◆ Fill the other chalice ½ full with grape juice.
- ◆ Fill the carafe with a chalice-full of wine.
- ◆ If the pastor only wants one station, you will only need to fill one chalice with grape juice and bring out the filled carafe and empty chalice.

Prepare the table.

- ◆ If not already there, put a white tablecloth and runner on the table. Altar cloths are in the closet of the Sunday School room closest to the kitchen.
- ◆ Set out utensils: Ceramic communion bread plate, chalices, and filled carafe.
Napkin and small plate for serving the pianist (10:30 Sunday).

Assist in serving.

- ◆ Depending on the number of stations the pastor wants, you may need to ask two people to help you with communion. Check with the pastor prior to the service to find out how many stations you will need.
- ◆ Try to have a variety of types of people serving, i.e., youth and adults, men and women.
- ◆ To serve our pianists by intinction, communion stewards approach the piano, dip the bread in the chalice and place the element on a napkin or plate next to him/her on the piano

Clean up after the service.

- ◆ Empty any unconsumed juice and wine outside on the grass.
- ◆ Take leftover bread home or put it out for the birds as a thanksgiving to God.
- ◆ Wash chalices and carafe.
- ◆ Wash and iron tablecloth if necessary, and put back in closet.
- ◆ Put communion utensils back in the cabinet.

Thank you for sharing your time, making communion and worship a more meaningful experience. If you are unable to serve on your agreed date, please trade dates with someone else on the schedule and notify the office of the change. A copy of the VISTA schedule is available on the Friends Church website. If that doesn't work, phone the church office at 693-7021 for assistance. However, messages left at the church over the weekend are often not checked until after Sunday services are over.