

SERVING SUNDAY INSTRUCTIONS

REV SEPT. 2010

8:30 A.M.—9:10 Community group shows up on time and begins to set-up entirety of worship facility in cafeteria,¹ set out nursery and toddler bins and props in front of respective rooms near the cafeteria, check to see if there are any ways to help prepare Sunday school classrooms, and follow directions of Worship Operations Coordinator Ray Diaz concerning any other set-up duties. Gather together at some point and make a plan for who will take up offering and what section they are to cover. Make a plan for who is serving what during communion and at what station they will stand. Remind those serving communion to make eye contact and what they are to say.

9:10-9:15 Gather together to pray with the pastors for our worship and ministry this Lord's Day, as well as for the worship and work of the Church in Brooklyn, NYC, our nation, and the world.

9:20 Community group is completed with set-up. One or two persons from the group begin to greet at main entrance to John Jay in order to direct Sunday school attendees in the right direction.² One or two persons should also station themselves at the intersection of the stairs leading up to the cafeteria, Children's Sunday School, and the hallway leading to Adult Sunday School. Sunday school greeter/s will greet until **9:45**, at which time they can join one of the on-going Sunday school classes.

9:30—10:15 We strongly encourage all community group leaders to set an example for their groups by attending the Sunday school class of their choice. You should also encourage your group ahead of time to visit a Sunday school on their Serving Sunday rather than leaving for breakfast or hanging out, especially if they're not normally able to make it for this ministry and learning opportunity.

10:15—10:45 Greet for gathered worship: two at the main entrance, two at each cafeteria entrance (6 total). A seventh greeter could stand at the bottom of the stairs near the gym to greet at the end of a long, lonely hall and minimize confusion at the end of Sunday school as people transition upstairs. Please remember to be friendly and warm and conversational!

Approx 11:30 Six persons from the community groups will take up the offering, two for each section (left, center, right). A rotating trustee will assist with counting the offering but will not come forward as an usher. Someone from the offering team (preferably the group leader or a church member) will assist the trustee in counting and sorting the offering after it's collected.

¹ *There are detailed communion set-up instructions as an appendix to this document. Our current configuration regarding folding chairs is to set-up center rows that are packed tightly 12-wide between the pillars, starting from about 6 ft out from the communion table back to the last set of pillars in the cafeteria, with only 'just enough' leg room between rows (an average of 1 1/2 cafeteria tiles. After enough chairs for 2 extra rows are left in the back to be set up for latecomers, the remaining chairs should be placed in the left and right galleries. The two main criteria for the galleries are that a) every person should be able to see the table and the preacher when in front of the table in an unobstructed fashion, b) the chairs should be angled inward so that shoulders are 'square' with the table when sitting.*

² *Currently, Sunday school childcare for infants and toddlers takes place in the same rooms near the cafeteria that are used for those purposes during Worship. Adult and Children's Sunday school classes take place at the end of the first hall on the ground floor one takes on the way to the cafeteria. There will be extra assistance in direction at that point from teachers.*

Approx 11:40 Six persons will come forward to assist in serving communion to the congregation. *Detailed instructions are appended below.*

12:00 P.M. Community groups will 'take down' everything they set-up. A subset of the group will wash and clean up communion materials. Make sure to remember infant and toddler bins, and the plastic, rolling hanging-file-folder storage bin left outside of the children's church gym. Check with Ray before finishing that everything has been put away to his satisfaction.

Communion Appendix

COMMUNION SETUP

- 1) Fill 3 trays full and 3 trays ½ full with little plastic cups--unless specifically directed to anticipate a larger or smaller crowd.
- 2) Use juice-dispensing thingamajig to fill outer ring with white grape juice and all other rings with port wine.
- 3) Stack trays alternating between full and ½ full trays, with a full tray on the very top. This is so when they are handed out, everyone will have a full tray on top and a ½ tray backup underneath.
- 4) Fill flagon with port wine. Wine in trays and flagon should total about 1.5 bottles (corkscrew in bin).
- 5) Fill one chalice with wine. ⅔ full. Place one napkin on top of this chalice firmly in order to keep out fruit flies.
- 6) Cut bread (knife in bin) into thirds, leaving a bit to tear, and place on topmost stacked bread plate. **All bread and wine preparation should take place away from altar-cloth and plates! DO NOT CUT THE BREAD ON THE SERVING PLATES!*
- 7) Facing altar from congregation, with cloth already spread, place from left to right four stacked trays with lid, flagon, cross, three chalices, two napkins (in bin), and three stacked bread plates.
- 8) Place the offering plates under the communion table on the side closest to the mic stand and lectern.

COMMUNION SERVICE

- 1) Servers come forward after congregation has said, "Christ has died. Christ is risen. Christ will come again." The pastors will hand you the bread plate and wine trays.
- 2) One server with bread plate and one server with two cup trays (one full, one half full underneath) flank each of the three pastors with chalice.
- 3) Look people in the eye. Bread servers say "The body of Christ, the bread of heaven" OR "The body of Christ, broken for you" as each communicant pulls a piece. Plastic cup servers say "The blood of Christ, the cup of salvation" OR "The blood of Christ, shed for you" as each communicant draws a cup (and replaces on tray). *SERVE TO ANYBODY (INCLUDING CHILDREN) REACHING FOR BREAD OR CUP; I.E., DO NOT "FENCE THE TABLE" YOURSELF.*
- 4) First station free serves the musicians, placing piece of bread on any reasonably sanitary surface and wine cup on any level surface. Watch out for wires and for any musician that signals he/she is not communing.
- 5) As each station finishes, return plates and tray to pastor behind altar and line up to its left to receive communion from pastors.

COMMUNION BREAKDOWN

- 1) Dump remaining bread, plastic cups (used and unused), and napkins in trash in restroom. Please DO NOT USE trash cans in the cafeteria in order to not offend those from other traditions who might perceive such as disrespectful.
- 2) Carry the two bins and all communion-ware to cafeteria kitchen.
- 3) Wash all communion-ware in sink (soap, paper towel, and narrow flagon brush in bin).

4) Replace communion-ware and offering plates in cloth bags and, following diagram on lid, in bins. Don't forget to put away the offering plates as well.