

SERVING SUNDAY INSTRUCTIONS

8:30 A.M.—9:15 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.

9:15 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 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 At least 4 persons who did not greet for Sunday school will greet for gathered worship: two at the main entrance and two at the cafeteria entrance (which two will hand out bulletins). Please remember to be friendly and warm and conversational! A fifth 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.

Approx 11:30 Three (3) persons from the community groups will take up the offering. A rotating trustee will always come forward for the fourth plate. 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.

Approx 11:40 Six (6) 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,

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.*

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

Preparing the Table (linens in red garment bag Hanging in storage closet)

- spread white tablecloth with shiny, patterned strip centered on table, running front to back of table, making sure the tablecloth reaches the floor in front, though shorter in the back
- check schedule taped on garment bag for appropriate liturgical color and place table runner across the length of the table, centered
- use ACCO clips to clip tasseled banner onto music stand used as lectern

*Preparing the Bread and Wine (supplies and dishes in 2 Rubbermaid bins) **to be done on lunch table, not on tablecloth***

- bread supplied by Community Group
- cut loaf in thirds, but not quite completely to leave room for tearing; **important—do not cut bread while on bread plate**
- fill 3 wine/juice trays with cups
- Using white plastic dispenser, fill outer ring of each tray with juice and inner rings with wine, filling cups approximately two-thirds full
- Fill 3 wine/juice trays with w/cups in the outer two rings: the outer most ring should then be filled with juice and the second ring should be filled with wine
- Fill one chalice with wine
- Still using dispenser, fill glass pitcher with wine up to approximately the bottom of the neck
- 1.5 bottles of wine should do all of the above

Setting the table (from left to right as you face the table from the congregation):

- stack of 6 wine/juice trays with lid
- wine pitcher
- cross in center
- 3 chalices and 3 napkins
- cover the wine-filled chalice with a napkin
- stack of three bread plates with bread on top

Offering Plates and bins:

- place two bins in the kitchen
- place 4 offering plates under the communion table, on the right hand side and out of sight

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) Bread servers say "The body of Christ, the bread of heaven" as each communicant pulls a piece. Plastic cup servers say "The blood of Christ, the cup of salvation" 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 avoid utilizing the hospitality trash cans in the cafeteria in order to not offend those from other traditions who might perceive such as disrespectful..

2) Wash all communion-ware in sink (soap, paper towel, and narrow flagon brush in bin).

3) 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.