

SECOND PRESBYTERIAN CHURCH - 2017 COMMUNION SERVING ASSIGNMENTS

| | | | |
|------|-------------|------------------------------|----|
| 2017 | March 5 | First Sunday in Lent | CD |
| | April 13 | Maundy Thursday | AB |
| | June 4 | Pentecost | CD |
| | August 6 | Summer | AB |
| | October 1 | World Communion Sunday | CD |
| | December 3 | First Sunday in Advent | AB |
| | December 24 | Christmas Eve | CD |
| 2018 | January 7 | First Sunday in the New Year | AB |

| <u>GROUP</u> | <u>Class of 2017</u> | <u>Class of 2018</u> | <u>Class of 2019</u> |
|--------------|----------------------|----------------------|----------------------|
| A | Andy Easley | Jo Fields | Bob Ridle |
| B | Sue Gochenour | Darlene Mason | Dick Robinson |
| C | Linda Lickliter | Mary Rainey | Nancy Swisher |
| D | Pam Snyder | Matthew Ramsey | Woodie Wimer |

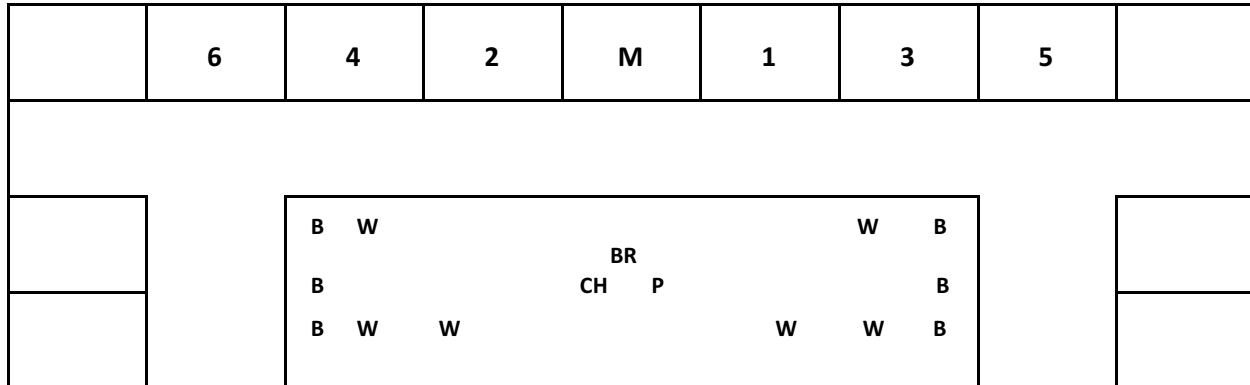
| <u>March 5 CD</u> | <u>April 13 AB</u> | <u>June 4 CD</u> | <u>August 6 AB</u> |
|--------------------|---------------------|---------------------|---------------------|
| 1 Linda Lickliter | 1 Andy Easley | 1. Linda Lickliter | 1. Andy Easley |
| 2 Mary Rainey /P | 2. Jo Fields/P | 2. Mary Rainey | 2. Jo Fields |
| 3. Matthew Ramsey | 3. Sue Gochenour | 3. Matthew Ramsey/P | 3. Sue Gochenour /P |
| 4. Pam Snyder | 4. Darlene Mason | 4. Pam Snyder | 4. Darlene Mason |
| 5. Nancy Swisher/P | 5. Matthew Ramsey/P | 5. Nancy Swisher | 5. Bob Ridle |
| 6. Woodie Wimer | 6. Dick Robinson | 6. Woodie Wimer /P | 6. Dick Robinson/P |

| <u>October 1 CD</u> | <u>December 3 AB</u> | <u>December 24 CD</u> | <u>January 7, 2018</u> |
|----------------------|----------------------|-----------------------|------------------------|
| 1. Linda Lickliter/P | 1. Andy Easley/P | 1. Linda Lickliter | 1. Andy Easley |
| 2. Mary Rainey | 2. Jo Fields | 2. Mary Rainey/P | 2. Jo Fields/P |
| 3. Bob Ridle | 3. Sue Gochenour | 3. Matthew Ramsey | 3. Sue Gochenour |
| 4. Pam Snyder/P | 4. Darlene Mason/P | 4. Pam Snyder | 4. Darlene Mason |
| 5. Nancy Swisher | 5. Bob Ridle | 5. Nancy Swisher/P | 5. Bob Ridle/P |
| 6. Woodie Wimer | 6. Dick Robinson | 6. Woodie Wimer | 6. Dick Robinson |

P=Preparation

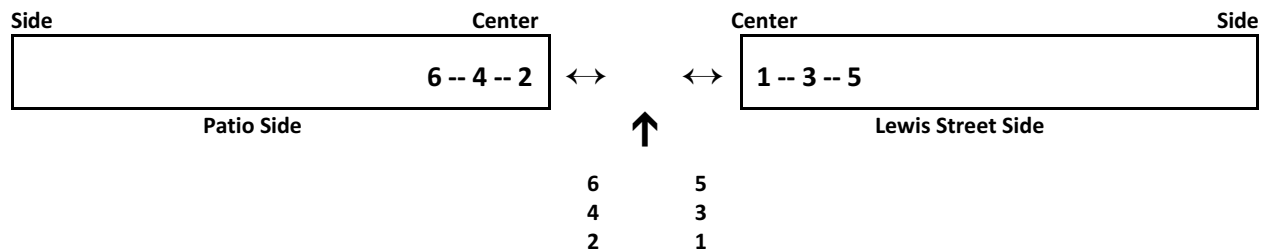
COMMUNION SERVERS DIAGRAM – USING ONLY SIX ELDERS

PLATFORM SEATING AND TABLE ARRANGEMENTS



PLEASE NOTE the placement pattern of bread trays (B) and cup holders (W) on table after congregation served!!!
 (P = Pitcher; CH = Chalice; BR = Loaf of Bread)

PEW SEATING



PROCEDURE

2. **Bread.** Bread is served by Elders 1, 2, 3, 4, 5, and 6.
 - Elder 1 serves the pastor, then the choir, and then the balcony.
 - Elder 2 serves the organist, then the choir, then the nursery.
 - Elder 3 serves Lewis Street side of Sanctuary, center aisle, row-by-row to the back.
 - Elder 4 serves Patio side of Sanctuary, center aisle, row-by-row to the back.
 - Elder 5 serves Lewis Street side of Sanctuary, side aisle, row-by-row to the back.
 - Elder 6 serves Patio side of Sanctuary, side aisle, row-by-row to the back.

3. **Return.** Elders 1-6 assemble in the rear of the Sanctuary, and proceed forward as a group. Place the bread trays back on the table according to the diagram, above, and be seated, to be served by the pastor.

4. **Cup.** Wine is served by Elders 1, 2, 3, 4, 5, and 6.
 - Elder 1 serves the pastor, then the choir, and then the balcony.
 - Elder 2 serves the organist, then the choir, then the nursery.
 - Elder 3 serves Lewis Street side of Sanctuary, center aisle, row-by-row to the back.
 - Elder 4 serves Patio side of Sanctuary, center aisle, row-by-row to the back.
 - Elder 5 serves Lewis Street side of Sanctuary, side aisle, row-by-row to the back.
 - Elder 6 serves Patio side of Sanctuary, side aisle, row-by-row to the back.

5. **Finish.** Elders 1-6 assemble in the rear of the Sanctuary, and proceed forward as a group. Place the elements back on the table according to the diagram, above, and be seated to be served by the pastor.

GUIDELINES FOR PREPARING COMMUNION

- 1. Equipment and supplies.** All communion supplies – serving plates and cup holders, disposable plastic cups, cup fillers, and doilies for the plates – are stored in the locked base cabinet on the Lewis Street side of the kitchen, near the door. The key is on the second shelf of the last top cabinet that is next to the door.
- 2. Bread.** Communion bread is kept in the freezer compartment in the white refrigerator, inside a plastic container. Place approximately 120 pieces of bread on six trays. (For Christmas Eve, eight trays containing 175 pieces of bread are to be prepared; two trays are put in the coat room headed up to the balcony as a reserve, if needed.) Betty Casiday makes the communion bread, and will keep it supplied.
- 3. Loaf for breaking.** The whole loaf of bread (preferably round) which the pastor breaks during the service can be purchased at a bakery such as Miller's in Stuarts Draft or ordered through the Dayton Farmer's Market. (The latter needs to be arranged in advance of pickup.) Several loaves can be purchased and frozen, but must be defrosted prior to setting up communion. Or, frozen bread dough can be purchased, divided, and baked in a round pan or dish.
- 4. Grape juice.** Grape juice is bought as needed and kept in the same freezer as the bread. If it is frozen, it should be put down in the refrigerator a week before communion. Old juice can be put in the pitcher, for the pastor to pour during the service. New juice should be used for the individual cups. Fill six cup holders with cups in the outer two rows of the holders. (On Christmas Eve, eight cup holders should be used, with two as a reserve, placed with the reserve bread; see #2, above.)
- 5. Table cloth.** The cloth for the communion table is in the closet off of the sanctuary, opposite the Historical Room.
- 6. Cover cloth.** There is an old table cloth in the cabinet, which is used to cover the communion table after everything has been set up. This should be removed prior to the service Sunday morning, preferably before most people have arrived.
- 7. Cross.** The cross, and anything else on the communion table, is removed prior to the table cloth being put on. The candles are put back onto the table in addition to the elements. The cross is usually placed on the floor inside the pulpit, on the right side.
- 8. Placement of elements.** The elements should be placed on the communion table according to the diagram on the serving procedures page.
- 9. Clean-up.** Following the service, all serving trays and plates should be cleaned and put back into the locked cabinet. Please also go through the sanctuary and remove all of the used cups from the pew holders. Unused bread may be returned to the container in the freezer. Unused grape juice may be frozen for the next service (for the pitcher/chalice). The grape juice in the chalice may be discarded. The loaf that was broken way also be discarded, given to someone who would like to eat it, or taken home and fed to birds, etc.