

# COMMUNION ASSISTANT GUIDELINES

Good Shepherd Lutheran Church

February 2019

Thank you for your service to God and Good Shepherd congregation. Holy Communion is one of the primary elements of the worship service. Through Holy Communion believers meet our Lord Jesus and receive the gifts of forgiveness, life and salvation. It is a privilege to serve communion in the assembly of believers and should be approached with reverence and care.

## Schedule:

Scheduling is done by a computer program administered in the church office. The schedule for the month is posted online at <http://gslutheran.org>.

- Check the schedule to see when you are assigned to serve.
- If you know a month in advance that you are unable to serve for a specific date or dates, please do contact the church Office Coordinator, you will not be scheduled.
- If you cannot serve your assigned time, please first try to switch with another communion assistant, either scheduled that month or any other communion assistant. Call the church Office Coordinator with your replacement so that the verger can be informed.
- The church office can help if you can't find a replacement. However, keep in mind that there approximately 30 Sunday servants each Sunday. Please make every effort to find your own replacement.
- You will receive an email reminder.

## Communion Vessels:

- Common Cup Chalice is on the altar prior to communion.
- Intinction Chalices, for wine and white grape juice, are on the altar prior to communion. For intinction a wafer is dipped into a chalice of wine or grape juice instead of drinking.
- Trays of individual glasses are placed on the altar during the offering by the pastor or assisting minister.
  - Each tray holds 40 glasses.
  - White grape juice is in the center and red wine in the outer rings of each tray. The altar guild may add additional grape juice in the outer rings for services with more children communing.
  - About 15 – 18 people commune at each table.

## Duties of Communion Assistant:

- Notify the verger Sunday morning that you are present. Ask verger if communion is standard or by intinction.
- Follow the directions below as they are applicable to the order of service.

### Individual Glasses/Common Cup Communion

- After the invitation to commune, go to the altar rail on the left side to receive communion with the other servants.
- Commune the pastor only if there is not another pastor or assisting minister present. Give the pastor a piece of bread saying, **“The body of Christ given for you.”** Then give the wine saying, **“The blood of Christ shed for you.”**
- Follow the pastor as he distributes the bread. The person offering the common cup will follow you.
- Hold the tray low enough so that those kneeling can see to take a cup.

- Offer the tray to each person who has received bread saying, **"The blood of Christ shed for you"**. Speak distinctly and look at each person. In this declaration the person hears the words of Christ's grace.
- Make sure that each tray contains both wine and grape juice. A few glasses may be passed from one tray to another if needed.
- Take another tray from the stack of trays when your tray is empty. You can reach the stack from either side of the altar. The empty tray is placed on the altar for the acolyte.
- When all have communed, return your tray to the altar and return to your seat.

#### **Intinction Communion**

- After the invitation to commune, approach the altar, and the presiding pastor will pass two chalices to each communion assistant.
- Stand beside a pastor or worship servant distributing the wafers.
  - If only one pastor and communion assistant are present, one side of the sanctuary is communed at a time. Stand next to the pastor on the side of the nave being communed. Switch to the other side of the pastor to commune the other side of the nave.
- Hold the chalices to allow people to dip their wafer into either chalice and say to each, "The blood of Christ shed for you."
- Once a wafer is placed in the mouth, it cannot then be dipped. That person may have another wafer.
- Drinking from either chalice should be discouraged.
- When the congregation has communed the pastor and communion assistant(s) will commune each other.
- Return the chalices to the altar and return to your seat.

#### **Pew Communion**

- When communion needs to be taken to a person in their pew the pastor will let you know.
- Carry your tray or chalices and follow the pastor.
- Extend the tray or chalices in the normal way.
- The tray or chalices are returned to the altar and you may be seated.