

SERVING INSTRUCTIONS FOR ELDERS AND DEACONS CONTEMPORARY WORSHIP SERVICE

BEFORE THE SERVICE

Elder and Deacons should gather in the Chancel Support Room (east side of Sanctuary in the back) 15 minutes before the service. This enables the group to make sure everyone is present, to receive any special instructions for the service, and to share a word of prayer led by the Elder.

Elder will wear a wireless lapel microphone during the service. The microphones are kept at the sound booth in the rear of the Sanctuary. If the Elder has not used the wireless microphone before, he/she should allow a few extra minutes prior to the service for instructions from the sound technician.

The Deacons will find their offering trays in the Chancel Support Room. Before the service begins, they should determine which section they will serve and assign themselves as a Deacon One, Two or Three. They should also decide who will take the offering to the office following the service. This role is best served by one Deacon from each side of the aisle so their partner is available to pick up cups after the service.

It is the Elder's responsibility to ensure that all Deacons are present prior to the service. It is also the Elder's job to check the communion trays in the front and back to ensure they are filled. If a position is unfilled, the Elder should recruit a substitute from Deacons seated in the congregation. The Elder will also offer a brief gathering prayer for the group prior to leaving the Chancel Support Room.

Elder should have prepared a brief communion prayer ahead of time to be shared at the time of communion. Should you need assistance, there are several resources for prayer available in the BCC library. The sermon file and scripture reading are available on the Thursday afternoon prior to Sunday service on the Broadway Weekly electronic newsletter. You may also call the church office at 445-5312 for the information.

Deacons may sit anywhere, but it is recommended the Elder sit near the front to ensure they can easily move to the chancel area when it's time to read the scripture and/or join the minister behind the communion table.

OFFERING

The Minister will invite the congregation to give their offerings as Deacons move to their positions with tray in hand. Deacons One and Two serve the center sections. Deacon Three serve the outer sections with their Usher partners.

1. Ushers will come forward on the outside aisles, bringing offering trays from the table at the back of the Sanctuary.

2. Work from the front to the back. If one area is completed before the others, assist by passing the trays in the center section, working from the back forward.
3. After plates are passed throughout, the Deacons line up in order (Ones, Twos, etc) at the rear of the sanctuary. Deacon Ones will each collect the offering trays and stack them in their own so that both Deacon Ones have the same amount of trays. As Doxology is being sung, all Deacons walk in orderly fashion up the center aisle behind both Deacon Ones. When reaching the front, the Deacon Ones will proceed to carry the trays in their hands to the communion table and set them there. The Deacons following will simply peel off to the front row when they arrive there, returning to their original seats. After leaving the trays on the Table, both Deacon Ones will return to their seats in the front row as well.
4. Once Doxology is finished, presiding minister will offer blessing of the gifts from behind the Table.

COMMUNION

1. During the last verse of the communion song, the Elder and Minister proceed to the communion table and move to their respective positions behind the table.
2. The Minister gives a communion meditation and words of institution, then breaks the bread. Then, the minister offers institution words for the Cup and pitches to the elder for the prayer.
3. The Elder gives the communion prayer celebrating with gratitude both the bread and cup. Speak clearly and distinctly, and in a normal tone.
4. The Deacons stand immediately after the bread prayer's "Amen" and move forward to the chancel steps.
5. The Elder and minister move around each side of the table to uncover the bread and cup trays.
6. The Deacons come to the Elder/minister, two at a time, beginning with the Deacon Ones. Holding a bread tray and cup tray, the serving Elder and Minister will serve Deacon One as they partake of the elements before then taking the trays from the elder/minister themselves. This process repeats with each Deacon until all have trays. The last Deacon served will then hold the trays so the serving elder and minister can receive the elements from them before they spin off to serve the congregation. Deacons turn outward and proceed to the same position as with the offering. Elder and Minister sit down on the east/west sides of the Chancel. Ushers/junior deacons will be coming forward with communion trays from the back of the Sanctuary to partner with the Deacon Threes and serve the outside sections. Deacon Twos should serve anyone on the chancel area including ministers not involved with communion. Deacon Three and Usher on the left shall serve the choir

communion. Please notice if there are those in the Narthex who would need to be served. Extra communion trays are located on the old communion table at the rear of the Sanctuary.

7. After the congregation is served, the Deacons and Ushers take the communion ware quietly to the Communion prep room.
8. The Minister invites the congregation to sing the "Song of Invitation". During the song, Elder returns to position in front row. Words from the song are displayed over the North doors of the Sanctuary.
9. After the closing blessing, Elder recesses behind the presiding ministers and stands in the narthex to greet members and guests as they exit.

PLEASE NOTE: ENSEMBLE DOES NOT RECEIVE OFFERING NOR COMMUNION FROM DEACONS

AFTER THE SERVICE

1. **IMPORTANT:** Two Deacons, one serving each side of the main aisle, will be selected each Sunday to take the money from the offering trays and put it in the green bag located under the lectern. Both Deacons will then take the green cash bag to the office and deposit it in the safe in Ingrid's office. Each Deacon will sign the register.
2. The remaining Deacons get lined baskets from the communion prep room and pick up used communion cups. Cups are on the back of the Sanctuary chairs. Disposable gloves are available in the communion prep room for those who wish to use them. Deacons should also pick up discarded bulletins and assorted paper and place them in the wicker recycling baskets by the Sanctuary doors.
3. The Preparation Deacon turns out the lights in the Sanctuary and Narthex.

CONTEMPORARY WORSHIP SERVICE PRAYER GUIDE

PRAYER AT THE TABLE (Sample)

Loving God, who created us in your image and who blesses our lives so richly from day to day, we give thanks for this bread and cup, reminders of Jesus' great love for everyone and the greatest example of service to embody ourselves. Guide us in this reflective and sacred time by your Holy Spirit to consider our living. Give us direction, wisdom and strength to step forward with hope. As we remember you now, may we also rededicate all we are to where your love leads us next. Amen.

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