

## **SERVING INSTRUCTIONS FOR ELDERS AND DEACONS**

### **8:00 A.M. SERVICE**

#### BEFORE THE SERVICE

The Elder should let the Minister know they are serving prior to the start of the service and connect with the serving Deacon to ensure communion is set on the Table. Confer with the Minister if either the Elder or Deacon assigned is missing (or if communion is not ready and on the table).

If the temperature is at or above 50 degrees at 7:00 a.m. and not threatening rain, the service will likely be held outdoors. The weather number is 449-0655.

If you are not scheduled for that day to serve, please feel free to assist by standing up to help pass the cup and bread trays as helpful.

#### DUTIES OF THE SERVING DEACON

1. Before the service, get the following items from the Fellowship Hall Kitchen:
  - a. Two Communion trays with juice (in refrigerator)
  - b. Two wooden bowls for bread. The bread may be frozen so use the microwave to defrost. If there is no bread, use a bagel or the wafers (which are found in the Sanctuary Communion Prep Room). Partially break or cut the underside of the loaf into 2 halves.
  - c. If it is Christmas, Easter or another well attended service, you may need to get another set of trays and recruit another Deacon to help serve. The usual 2 trays serve 72.
2. The offering 'can' is typically passed by the members without need of help from the Deacon. At times the offering 'can' ends up at a dead end. Watch to make sure it is passed to everyone. That may require walking over and moving it to another section.
3. Help the Elder serve communion if tray-passing assistance is needed given the number and spread of the crowd.
4. Collect the used communion cups following the service. The Deacon is responsible for returning the bread and cup trays to the Communion Prep Room by the Sanctuary. Dispose of the used cups.

#### DUTIES OF AN ELDER

1. Ensure adequate communion supplies are on hand prior to beginning the service.
2. Read the assigned scripture for the respective Sunday using a new revised standard version of the bible. The verses are listed in Broadway Life for the week. Terry Overfelt will email the scripture in advance as a reminder.
3. After the time of small group discussion, the presiding minister will call the group to the Table. The elder will join the minister behind the Table. The Minister will offer a brief meditation and Words of Institution and then pitch to the serving elder to pray for both the bread and cup at the once. The Elder will help pass the elements and utilize the deacon of the day to help pass the trays if needed.

4. Along with the minister, help the group form a closing circle after communion. The presiding minister will lead the Benediction. If s/he must leave ahead of that to get to the start of the 9:00 o'clock service, please lead the circle in a closing prayer.
5. Linda or John Poehlmann will take the offering can to the office. In their absence, please do this for them.
6. The Elder should carry the attendance clipboard to the office.

#### NORMAL ORDER OF SERVICE

1. Singing
2. Prayers and Concerns
3. Collection of the offering
4. Reading of the Scripture
5. Sermon
6. Song of Focus
7. Small Group Discussion (Remove the protective coverings from the bread and trays before the service or as the discussion groups come to a close before the final segment of the sermon so they don't distract from the communion.)
8. Closure of Discussion Groups (done by Minister)
9. Communion
10. A. The presiding Minister invites the congregation to communion.
  - "The invitation to communion is open to all who believe and who are seeking Christ"
  - "Partake of the bread when served, symbolic of our individual relationship with God"B. The Elder offers the communion prayer when invited by the presiding minister. The prayer should include gratitude and blessing of both bread and cup.
11. The Elder and Minister or Deacon serve communion. Each serves a segment of the group.
  - Ensure everyone receives the bread and the cup
  - Set the bread and cup on the stand for whoever provides music during communion
  - Be aware some members may not be able to hold the tray and need assistance.
12. The presiding minister invites the congregation to join hands in a circle. Once circle has formed, the Minister gives the benediction. In absence of Minister, Elder should offer the benediction.
13. The Deacon picks up the used cups and returns the communion trays to the Communion Prep Room off the Sanctuary. The offering is taken to the office.

Updated June 2021