

## SERVING INSTRUCTIONS FOR ELDERS AND DEACONS TRADITIONAL 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.

One Elder is assigned to 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 Deacon 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 as part of communion that morning. Elder will also read the Scripture. 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.

### ENTRY

Elder and Deacons enter the Sanctuary about five minutes before the beginning of the service. They should proceed out the north door of the Chancel Support Room and down the east inside aisle to the front row. Elder and Deacons are seated in this order: Deacon Three *if one assigned*, Deacon Two, Deacon One, Elder (aisle), Deacon One, Deacon Two, Deacon Three *if one assigned*.

### OFFERING

1. After the Minister gives the "Call to Offering" and moves to the center of the chancel, the Deacons stand in unison and come forward. Deacons stand on the main floor in front of the chancel steps to receive the offering plates.
2. The Minister will hand three offering plates to each Deacon One. Each Deacon One passes a plate to each Deacon Two and Each Deacon Three *if one assigned*.
3. When leaving the chancel, the Deacons turn **outward**.

4. Each Deacon One goes to the front of the center aisle and **WAITS FOR Deacon Two**. Deacon Twos and Deacon Threes go to the front of the "inside" aisles. Deacon Two partners with Deacon One. Deacon Three partners with an Usher. (refer to the diagram in our packet for instructions) *\*May not be a Deacon Three at all services – Ushers will step in when Deacon Three is not scheduled.*
5. Ushers will come forward on the outside aisles, bringing offering plates from the small table at the back of the Sanctuary and work with their Deacon Three partner or alone.
6. Do not pass offering trays to the choir.
7. Work from the front to the back of the Sanctuary. If one area is quickly completed, assist the Deacons working the center aisle sections, working from the back forward.
8. Once finished, Deacons gather in the rear of the Sanctuary with the offering trays. The pair of Deacon Threes line up first, followed by Deacon Twos then Deacon Ones. Deacon Ones carry the offering trays. All Deacons should start down the center aisle when the congregation begins to sing the Doxology and stand in front of the chancel steps. The Minister will collect the offering trays, place them on the communion table and offer a prayer.
9. After the Minister prays, the Deacons turn **outward** and return to their seats.
10. Elder will remain standing until all Deacons are ready to be seated. Elder and Deacons should be seated in unison. Elder nod to indicate when everyone should be seated.

## COMMUNION

1. During the last verse of the "Hymn of Communion", 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 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 "Hymn of Invitation". During the hymn, Elder returns to position in front row. Words from the hymnal are displayed over the North doors of the Sanctuary.
9. After the closing blessing, Elder recesses behind the presiding ministers and stand in the narthex to greet members and guests as they exit.
10. Deacons pick up baskets from the prep room and walk back to their seats during the closing hymn.

#### 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 as they prepare the Sanctuary for the next service.

## **Sample Prayer for Traditional Worship Service (For Use of Elders Only)**

### **PRAYER**

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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