

**WHITE BLUFF CHAPEL  
COMMITTEE POLICIES AND PROCEDURES MANUAL**

**1.2**

**COMMUNION COORDINATOR RESPONSIBILITIES**

**4/21/2015**

Regular communion is usually the first Sunday of each month and then there are other special events or times communion will be served. The communion coordinator is a member of the Worship Committee and will attend the meetings when these dates are set (usually quarterly.)

The communion coordinator or assistant will be responsible for stocking the supplies and storing them in the cabinets. She will personally purchase the juice as needed and keep receipts for reimbursement. The Office Administrator will be asked to order wafers and cups when needed.

The wafer trays and juice trays are stored in the first white cabinet in the Maurice Martin Fellowship Hall. There may be some left over juice in refrigerator, so use that first. Please put your name on the lid of the juice to identify it and insure it is not used for any other purpose. You will fill a total of 10 wafer trays and 10 juice trays. Be sure to keep the elements covered at all times.

Setting up the communion (filling the juice cups) can be done on Sunday morning no later than 8:15 or Saturday (leaving the trays in the kitchen.) The wafers will be placed in the trays on Sunday morning. Place the 6 trays of juice and 6 trays of wafers on the altar on Sunday morning, 9:00. Leave 4 trays of juice and 4 trays of wafers in the kitchen for ushers to get after the service has started. The ushers will serve the last six pews on each side of the center aisle and then return these trays to the kitchen.

The white cloth should always be on the altar for a communion service. This cloth should already be on the table, but if not, the cloths are hanging in the closet on the west side of the foyer.

The Crucifix should be placed on the communion table. It is located in a box in the same closet as the white cloth. Return the Crucifix to the box after the service.

Use the small pottery plate to serve communion to the musical accompanist. Place a cup of juice and a wafer on the plate and set it on the piano/organ. Be sure to pick it up and return it to the kitchen after the service.

At the end of the service, pick up the serving trays; toss the unused juice and wafers. Wipe off the trays unless they need washing. Return everything back to the cabinet cleaned and ready for the next service.

A special service of Intinction is celebrated on Maundy Thursday (Lent) and Christmas Eve. The communion coordinator is responsible for purchasing the bread (a large loaf for Pastor to break and small cube pieces broken up for congregation.) Both challis's (in supply cabinet) are filled with juice, two trays of cubed bread are placed on alter before service. The bread is covered with white cloth from the communion cabinet. The congregation comes forward to the altar and is served by the Pastor and the Associate Pastor.

**Related Document in Organization and Procedures Manual:**

[4.4.3 Worship Committee](#)