

# SUMMERVILLE PRESBYTERIAN CHURCH

## Instructions to Elders for Serving Communion

**Appointed Elders will meet in the ANDERSON LIBRARY 15 minutes prior to the beginning of service.**

Elders are numbered 1 through 7.

At the start of the preceding hymn, elders shall proceed forward and stand in front of the foremost center pew, being sure to line up from right to left as numbered 1 thru 7 (see diagram on web site). Elders shall sit when the minister directs the congregation to sit.

After the reading of the word, elders will stand when directed and the minister or ministers will pass out the 7 bread plates. After the minister(s) are seated, #1 elder will serve the minister and #7 elder will serve the second minister. After the minister(s) are served elders proceed to serve the congregation. #7 elder will proceed to serve the choir and the organist. (When facing the choir make sure the elements do not end up in the back right corner of the 3<sup>rd</sup> row. Serve the director and organist first, placing the bread and wine on the organ console for the organist. It works well to serve the 1<sup>st</sup> row of the choir from your right to left, then the 2nd row from left to right so the tray is passed from the back corner of the 3<sup>rd</sup> row back to the elder on the open end of the row. See diagram). After the minister(s) are served, #3 & #4 elders will proceed to serve the center section from front to back to include the first five rows of the Zoo. #1 & #2 elders will serve the right hand section and #5 & #6 will serve the left hand sections with #1 & #6 using the outside aisles. #1 and #6 should also serve ushers who may be in the vestibules. After the side sections have been served, #2 & #5 elders will move to the Zoo and begin serving row 6 (first split row of pews), and continue serving and re-supply any elder who may run short. When #7 elder has finished serving the choir, that elder should move via the outside aisle to the wall at the East Vestibule and wait for the others to finish. When reaching the very back of the Zoo #2, #3 & #5 elders should ensure no one has more than one tray. When all are served and no elder has more than one tray, all servers will assemble at the rear. #1, #2 & #3 at the rear of the right aisle and #4, #5 & #6 will join #7 at the rear of the left aisle. When all servers are in place, all will proceed in unison to their original position at the front pew. When all are back in place, the trays will be handed back to the minister(s) starting with the end elders (#1 & #7). When directed by the minister the elders will sit and be served. All will partake when directed.

At the signal from the minister, the elders will again stand and, using the above procedures, serve the wine to the congregation. There are 6 wine trays. Elder #6 is not handed a tray.

When communion is complete, the elders will remain on the front pew until the end of the service. *After the 11:15 service, the elders are to assist in clean up. Collect used cups from pew racks and discard.*

Take Communion Service to Lanneau kitchen. Put the leftover bread in the freezer to be used for home communion. Do not throw juice in the trash! Wipe off trays, plates, wash tankard and goblet. Store in cupboard next to stove. Leave the tablecloth in the closet in the office lobby.

Dress Code: Coat and tie for men. "Sunday" dress for ladies.

**NOTE \* Hymnals for first pew are located in the racks under the pew \***

Revised 02/04