

Northside Baptist Church

Deacon Procedures for Communion

PREPARATION

- Communion trays and supplies are stored in the cabinet in the Library.
- The tablecloth for the communion table is in the church foyer closet. Make sure the cloth does not hang over the front of the table.
- Leave the candlesticks, Bible and Cross on the communion table.
- Place one empty tray under the front pew on each side to collect empty cups.
- Fill **five trays** with cups. Place cups in **all rings** of the trays.
- Fill cups approximately 2/3 full of juice (juice may be put into cups the **day before** communion).
- Clean any spilled juice on trays and inserts.
- Rinse out squeeze bottles and clean all parts.
- Cover filled cups with plastic wrap. Stack trays and store in refrigerator in Fellowship Hall.
- **The day of communion** place one **wafer** in each cup.
- Place stacked trays on **right side** of communion table.

USHERING

- On Communion Sunday, deacons will be responsible for also taking up the offering.
- Deacons taking up the offering and serving communion are encouraged to sit on the front 2 pews during the worship service.

SERVING

- Prior to the beginning of worship service, the **communion preparer** will deliver two (2) communion cups to **nursery** workers.
- **Five** deacons will assist with communion.
- **Pastor** will introduce communion and **give** each deacon a **tray**.
- As the elements are distributed, the **person serving the choir** will **also** serve the **pianist, organist;** and **sound room**.
- Once the elements have been distributed to the congregation, deacons will return trays to the Communion Table.
- Deacons will **remain standing** and the **Pastor will serve** each deacon.
- The **last deacon served**, will then **serve the Pastor**.
- Deacon will return tray to the table and cover the elements.
- Deacons will then take their seat.

CLEAN-UP

- At the end of worship service, collect all communion cups from the pews.
- Remove the cloth from the communion table. If cloth is soiled, take home and wash, dry and iron or have dry-cleaned. Please do not return with wrinkles.
- Discard all leftover juice and wafers. **Do not put wafers down the kitchen sink drain.** Throw them in the trash.
- Discard or take home any remaining juice left in the bottle.
- Wipe the trays and ring inserts before storing making sure there is no juice left in them.
- Take cups home and either **hand-wash** or place in lingerie bags and wash in **dishwasher**. Make sure there are **no lipstick stains** along the rim of the cup. You may need to soak the cups in hot soapy water.
- Air dry completely and thoroughly to avoid mold and mildew.
- Return cups to communion supply cabinet within a week.