Guidelines for Communion Servers, 2019-2020
University United Methodist Church, Chapel Hill, NC

Thank you for serving communion at our worship service. Here are some guidelines about how we'd like to proceed. If you have any comments, please contact Communion Server Coordinators Melinda Beck (9 a.m. service) at mabunc@gmail.com or Linda Baucom (11 a.m. service) at linda.d.baucom@gmail.com.

- Please **arrive** at the church about 15 minutes before the service starts.
- **Check in** with the communion server coordinator (Melinda Beck or David Thomas at the 9 a.m. service or Linda Baucom at the 11 a.m. service).
- **Get a ribbon** from Melinda, David or Linda, or from the drawer of the table in the narthex on the courtyard side. Put it on to designate whether you are serving the bread (yellow) or the cup (purple). If you are a replenisher, you will wear a green ribbon.
- Please **sit close to the front** of the sanctuary.
- When the celebrant invites the servers to come to the altar, **come forward** into the chancel **by the side openings, and wash and dry your hands** at the basins.
- **Gather around the altar** with the rest of the servers. **Stand on the appropriate side** (bread or cup) and remain close to the table as the invitation is given.
- As soon as the pastor has given you the bread or cup to serve to others, **go to your station**. If you are a **replenisher, remain at the table** until time to begin replenishing.
- **Stations**: For the ***inside stations***, face the congregation and stand on or near the carpet, leaving space for the replenisher to pass through. For the ***outside stations***, stand near the front pew, facing the altar rail.
- Typically, the **choir is served first**. Choir members will walk through the side doors to the serving stations to receive communion. Then the **servers at each station will switch positions** to be ready to serve congregation members, who will approach the stations from the center aisle.
- **When serving the bread**, break off a bite-sized piece and hand it to the worshiper, using words like, "The body of Christ, broken for you" or "The body of Christ, the bread of heaven."
- **When serving the cup**, hold it in front of you so the worshiper can dip the bread. Use words like, "The blood of Christ, shed for you" or "The blood of Christ, the cup of salvation."
- **For children**, use words like, "This bread and juice mean that Jesus loves you very much."
- **Gluten-free procedure**: The courtyard side station closest to the aisle serves bread and a regular juice chalice as well as gluten-free wafers and a dedicated chalice with juice that has not been exposed to bread.

  When receiving the elements*:*
  - If you are the bread server at this station, the celebrant will hand you a regular loaf of bread. Hold it in one hand and pick up the bowl of wafers in the other. When you get to your station, place the bowl of wafers on the altar rail behind you.
  - If you are the juice server, the celebrant will hand you two chalices of juice. When you get to your station, place the extra chalice on the altar rail behind you.

  When serving the elements, please follow either of the following two procedures:
  - *Option 1 (current practice at the 11 a.m. service):* When someone approaches the station and verbally or non-verbally requests gluten-free elements, both servers place the regular elements on the altar rail behind them and pick up the gluten-free elements. The bread server allows the worshiper to get his or her own wafer from the bowl. This insures that the server's hands, which have been serving bread, do not touch the gluten-free wafers. Then the worshiper dips the wafer into the gluten-free chalice. After the worshiper has received both elements, the servers return the gluten-free elements to the altar rail behind them, pick up the regular elements, and resume serving as before.

    - *Option 2 (current practice at the 9 a.m. service):* When someone approaches the station and verbally or non-verbally requests gluten-free elements, the bread server hands the bread to the cup server, and then picks up the bowl of gluten-free wafers and the gluten-free chalice. The bread server allows the worshiper to get his or her own wafer from the bowl (with the server saying, "The body of Christ, broken for you") and then dip it into the gluten-free chalice (with the server saying, "The blood of Christ, shed for you"). This insures that the server's hands, which been serving bread, do not touch the gluten-free elements. After the worshiper has received both elements, the bread server returns the gluten-free elements to the altar rail, retrieves the bread from the cup server, and both resume serving as before.
- **If someone eats the bread before dipping it**, you can hand that person another piece of bread to dip. Or it's okay if the person has only bread and skips the cup. **If someone sips from the cup**, that is okay. Wipe the rim with the linen napkin and turn the cup.
- **Replenishers**: Wait at the altar and watch closely to see how the elements at the various stations are being depleted. If the sanctuary is nearly full, it's usually good to start replenishing when the congregants seated downstairs about 2/3 of the way back are being served. Bring more bread and the extra cups or the pitcher to refill cups. It's okay to begin replenishing before it is needed; please be cautiously assertive in this position so that no one runs out.
- **A few people** might need to be **served in the pews**. The clergy typically serve those people. The ushers might also alert you to someone who needs to be served in place.
- As communion is **nearing completion, remain stationary in your place** at your serving station until all stations have finished serving.
- The **clergy who are at the outside stations will return to the altar first**. Everyone else, please follow them and gather at the altar.
- **Give your bread or cup to the celebrants**. The celebrants will place the elements on the altar. Then they will serve the servers and each other. **Wait together as a group until all have been served.**
- After the servers and the clergy have received communion, **return to your seat**.

AFTER THE SERVICE

- As you leave the sanctuary, please **replace your ribbon** in the drawer of the table in the narthex, on the courtyard side.

PLEASE SIGN UP

- Please sign up to serve communion by notifying Melinda or Linda, or sign yourself up on our **SignUpGenius page.**
- To access the SignUpGenius page, go to universityumc.church/registrations. Scroll down and click on "Communion Servers."
- Or go to this link: http://www.signupgenius.com/go/4090b4ea5ab22a57-2015

THANK YOU FOR HELPING TO BRING THIS HOLY SACRAMENT TO OUR CONGREGATION.