

Messiah Lutheran Church
GUIDELINES FOR COMMUNION ASSISTANTS

Updated 9/17/14

1. Plan to be here 10-15 minutes prior to the start of the service. Double check to make sure **the set-up for communion has been done.**
2. **During the special music/anthem go to the narthex.** The communion elements will be on the small table next to the double doors to the sanctuary. Bring the elements up to the pastor during the offertory (the ushers will have brought up the offering right at the conclusion of or during the special music/anthem); then stay at the front during the preparation for communion.
3. **Take the Pastor's lead.** *By station:* stand a couple of feet away from the Pastor to the right and left on the brown tiles. *By altar:* follow the Pastor as he or she communes people from the altar rail.
8. **Communion Assistants say one of the following:** “**The body of Christ given for you;**” “**The blood of Christ shed for you;**” and for a blessing make the sign of the cross on the worshipper's forehead and say “**May the Lord bless you this day and always.**” If you are doing the “Common Cup” at the altar, stand in the center out of the way and watch for the pastor to motion to you when a communicant asks for the common cup. When communion is by station and you are doing the common cup, please stand at the center of the aisle a few feet behind those giving out the bread.
9. **Commune people who are not able to come forward.** Follow the Pastor.
10. **Communion Assistants and the Pastors** will commune each other after the congregation has communed.
11. **At the conclusion of Communion** place what you are holding in the Sacristy window. What is still on the altar may be left there.

After the 5:00 p.m. service the communion assistants do not have to clean up the communion ware. The person who sets up does it.

After the 8:45 Worship: Preparing for the Next Service (11:00 a.m.)

Communion cleanup and setup for the 10:30 service will be done by another volunteer, a staff person or a pastor.

After the 10:30 Worship: Cleaning and Putting Away Communion Ware

Instructions for cleaning up after communion are found on the communion cabinet (in the Sacristy) door.

Messiah Lutheran Church
GUIDELINES FOR CLEANING UP AFTER COMMUNION

Update 9/07/10

After worship go to the sacristy to clean, dry and put away the communion ware.

1. Remove the wafers or bread from the patens. Place the wafers in the “used wafer container” found in the middle closet. You may take the leftover bread home to eat or if you do not want it, bring it to the office.
2. Pour the wine from the chalices out onto the ground, not down the drain and not onto the cement.
3. Rinse the communion ware with tap water and wipe it with a soft, dry cloth. Do not use paper towels. The cloths are in the far left drawer under the sink counter.
4. Place the small chalices in the intinctories, place the lids on them, put them in the light blue felt bags and put them in the middle closet. (If these are used)
5. Place the large chalices and the ciborium in the dark blue flannel bags and place them in the middle closet.
6. Place the small paten in the small beige flannel bag and place in the middle closet.
7. Place the large paten(s) in flannel bag(s).
8. Place dirty communion cloths and dish towel in the designated basket.



Glossary of Holy Communion Terms

Updated 7/27/10

Chalice – the cup or goblet used for wine in the Eucharist.

Ciborium – the goblet shaped container with a lid. It is used to hold additional wafers for the Eucharist.

Cruet – the small, glass pitcher used to hold the wine prior to pouring it into the chalice during the Eucharist.

Communion Assistant – serves the bread or the wine, cares for the communion vessels during and following communion.

Eucharist – Greek word meaning “thanksgiving.” Refers to the sacrificial victory of our Lord on the cross as being a reason for giving thanks.

Flagon – the large, pitcher used to hold the wine prior to pouring it into the chalice during the Eucharist.

Holy Communion – one of two sacraments of the Lutheran Church. It is not bread and wine alone, but with God’s Word it becomes a meal shared in community where the body and the blood of Christ are truly present in the bread and the wine. At this meal God nourishes faith, forgives sin, and calls us to be witnesses of the Gospel.

Host – another name for the wafers/bread.

Intinctorium – “bowls” that have a designated place for a small chalice, usually in the center. Wafers can be placed in the bowl and the wine in the chalice. It is very helpful when one person is communing a small group. Some have lids that will cover the wine and wafers.

Lord’s Supper – another name for Holy Communion. Refers to the meal instituted by our Lord, Jesus Christ.

Paten – the plate used to hold the bread, or wafers in the Eucharist.

Purificator – small, square linen placed over the chalice and paten and is used for wiping the rim of the chalice when communing by common cup.

Sacristy – room where the items used in worship are stored.

Ways of Communing –

At the altar – communicants come forward, stand or kneel at the altar railing while the pastors and communion assistants.

By station – the pastors and communion assistants are stationary and the communicants file by the stations for the bread and the wine.