

BELIN MEMORIAL UNITED METHODIST CHURCH

Our mission- Make Disciples of Jesus Christ.

Our Five Core Values – Love the Lord, Love your neighbor,
Love the least, Love the lost, Love learning.

Communion Steward Guidelines

Communion stewards prepare the Worship space for Communion by setting up the altar, preparing the elements, assisting the pastors and cleaning up after the service. This is a very important ministry to God and must be performed with respect, dignity and Love that glorifies God. Holy Communion is a Sacrament. Lives can be transformed by celebrating the sacrament of Holy Communion as one receives God's grace through the sacraments. Please be careful, detailed-oriented and particular that everything is prepared and set up correctly. It does matter.

THE HARBOR

The Harbor communion supplies are located in the Parlor (Rm#13) over and under the sink, at the top of the hallway. This houses the dishes, chalices, linens, crackers for gluten free, baskets & juice etc.... (everything in one place)!!!

You will need the 4 chalices (new tan pottery ones), the small matching ceramic bowl for the gluten free crackers, 2 back-up blue chalices, all the round baskets (6), the long board to place the round of bread and the gluten free ceramic bowl & chalice, the linens for the baskets, linens for hand washing, purificator towels (the ones with the red cross), (2) blue plates and spoons, the pitcher and bowl.

JUICE – The juice is on the shelf in the lower cabinet. After the second service, be sure to take home any opened bottle or give it away. Be sure to add more juice (if needed) to the chalices for the second service.

BREAD – The bread will be on the rolling cart in baggies in room #13. There will be baggies with 100 pc of bread in each as well as 2 rounds. **DO NOT CUT THE SMALL CEREMONIAL LOAVES (rounds).** This is the bread the pastor breaks. A new “round” should be put in place for the second service.

Anyone interested in learning how to “cut” the bread would be a welcome service. See me at some point, email or call.

ALTAR PREPARATION- The altar should be in place in front of the stage when you arrive. Drape this table with the white larger shawl like cloth on the diagonal in the middle. There should be a long table behind it which should be draped with the black tablecloth. This is the back up table. Place the milk crate under the black tablecloth in the center and put the cross on it so there is more room on the altar.

Get the small wooden table which sits outside the small dining room and put it to the right of the altar in between the altar and the speaker. This should be draped with the smaller cloth for the hand washing station.

Place the cross on the milk crate, 2 candlesticks and any adornment you wish on the altar. Drape the cross with the appropriate liturgical color scarf when appropriate (if we do not have one – just leave it bare).

There are 3 stations plus a “gluten free” station (which when needed is used by the pastor). The gluten free crackers as well as the separate challis must be used together to avoid cross contamination. All 4 filled chalices should go on the altar with a basket lined with a linen and filled with bread. One at each end and 1 in the left middle. The gluten free ceramic small bowl (with approx. 8 crackers) and the 4th challis should be placed on the oblong wooden board with the consecration loaf (uncovered) in the front center.

The backup table should have the (2) blue chalices, (2) blue plates with spoons (this is to be used if a piece of bread drops into a challis) and back up bread baskets.

Place 3 purification linens (with the red cross) together on the right of the altar.

Step back to make sure it all looks good and is arranged in a pleasing manner.

HAND WASHING STATION – Place the bowl on the small table to the right of the altar. Fill the pitcher with about 2 teaspoons of rubbing alcohol (found in a cupboard in room #13) and warm/hot water. Place the pitcher inside the bowl. Place 3 hand washing linens on the table for hand washing (only those who distribute the bread wash their hands).

DISPOSAL OF ELEMENTS – After the 8:45 service any unused bread and juice can be used at 11:00. After the 11:00 service all used juice must be disposed of reverently by pouring it outside. Do not pour anything down the drain or put anything in the garbage. Once the juice and bread are consecrated they must be disposed of with reverence. Left over bread should be fed to the fish/birds. The leftover rounds should be bagged and placed in the bag provided for the dirty linen. Please put all the plastic bread bags in that bag also as **I reuse them.**

CLEAN UP- Please wash the dishes and chalices. There is a sink in room #13 and a dishtowel in the cupboard. Soiled linens should be placed in the bag marked “soiled linens.” The 3 tablecloths should be folded nicely and put in the cupboard (unless stained). The small hand washing table should be returned to its place outside the small dining room. Hand washing water may be disposed of in the sink.

If you are interested in helping launder the linens, please speak to me, email or call.

Thank you for choosing to offer this important ministry of service to Belin. We should strive for a seamlessly gracious flow to worship every Sunday, but most especially when we celebrate Communion. Your gift of service will ensure our endeavors to provide this for each worshiper at Belin. **YOUR SERVICE IS GREATLY APPRECIATED.**

Barbara Charles (Charley)

Communion Chair