

# **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. During the services if you are behind the altar please focus your attention on the pastors so that you are ready to assist them when needed.

## **THE SANCTUARY**

The traditional worship communion supplies are located in the Bride's room cabinets, shelves and closet.

## **Altar Preparation**

Using gloves (located in the chancel pedestals) remove the candlesticks, cross, collection plate, plexiglass protector and parament. The box under the cross should be put on the floor behind the altar to hold the (2) extra brass bread containers.

Drape the altar with the large fitted white cover found hanging in the Bride's room closet. Tape the corners to hold in place. Then lay the "In Remembrance of Me" cloth (also hanging in the Bride's room closet) on top. Be sure to center it. Spray sparingly with wrinkle release (if needed). Be sure to cover hard wood floor with paper towels to catch the excess. There is an iron and ironing board hanging on the back of the Bride's room closet door if needed.

**Stand back and check to see that everything is centered.**

Put the gloves back on and replace the plexiglass protector, the cross and candlesticks. The collection plates should be placed on the shelf on the back of the altar. Place the chargers, which hold the collection plates, in the Bride's room as the collection plates are not returned to the altar on communion Sundays.

**Stand back and check to see that everything is centered.**

## **Side Station Preparation**

Drape each small chest with a white fitted cover located in the Bride's closet hanging over the safe. Put the plexiglass cover on top towards the front of the table. Each table should have a blue plate with spoon holder and a spoon (all located on the shelves). The smallest plate, spoon holder and spoon should be placed on the altar (left rear).

## **Hand Washing Station**

The narrow pedestal table (located in the Bride's room bathroom) is placed outside the kneeling rail on the corner in front of the Baptismal font. Remove the cushion and place it in the Bride's room.

Place the large blue bowl (located on the shelves in the Bride's room) on the pedestal table. The blue pitcher (also on the shelf) should be placed in the bathroom with the gold challises (in bags on the shelves), the alcohol (in cabinet) and the grape juice (2) (on top of the safe) for the morning of communion.

Drape (4) hand washing linens (hanging over safe in closet on marked hanger) over the kneeling rail to the left of the pedestal table.

Place the large glass vase (located on a shelf) in the base of the pedestal table for the pastors to discard their used hand drying linens.

**Step back to see that everything looks in place and nothing is missing.**

## **Morning of communion:**

If the altar has not been set up in advance, those scheduled to serve at the 8:45 services should be a Belin no later than 8:00 for the Harbor and 7:45 for the Sanctuary.

Put approximately 1 tablespoon of alcohol in the pitcher and fill it with water. Place it inside the bowl on the pedestal table.

Fill the 8 brass challises  $\frac{3}{4}$  full of juice. Please pour over the sink. Place a lid on each of the side table challises (located in the shelf). Place 1 challis on each side table. Place 6 challises on the altar – 3 on each side in front of the candlestick towards the center at an angle.

You will need 8 brass containers for the bread, 2 chargers and 2 lids (all located in center lower shelves). Fill each container with (1) baggie (containing 80 pieces of bread). **Please save the plastic bags for reuse.**

Place a charger and (4) containers of bread in the center of the altar making sure they are centered and that the cross on the lid is straight and centered in front of the altar cross. Place the 2<sup>nd</sup> charger with (2) containers of bread behind the altar on the box on the floor with a cover. This is the back up bread.

On each side station place (1) container of bread covered with a folded linen (hanging on a hanger over the safe).

Place (4) purificator clothes (cloth with small red cross) on the front left of the altar. These are located on hanger over safe.

Place the consecration loaf (round), properly wrapped on a blue plate on the right front of the altar.

**Step back and check to see if everything is arranged in a pleasing and symmetrical manner.**

### **Disposal of the elements:**

After the 8:45 service any untouched bread and juice may be used for the 11:00 service. Any partially used juice must be disposed of by pouring the juice outside. After the 11:00 service please be sure to take home or give away any opened bottle of juice. **DO NOT POUR THE JUICE DOWN THE DRAIN OR PUT BREAD IN THE GARBAGE.** Once the juice and bread are consecrated they must be disposed of with reverence.

After the 11:00 service, please remove **all** items from the altar, side tables and hand washing stations. Dispose of the juice outside. Any leftover bread may be taken to feed the birds/fish. Please do not use the labeled baggies to take it. Use another bag. Wash the dishes, dry and put them away in the proper places. Reset the altar for the week. Do not remove the plastic wrap from the brass bread containers. Just brush them off with a dry cloth on the shelf where they are stored.

### **Linens:**

Linens are expensive. They must be given proper care. If they are soiled, please put them in the brown square bag for laundering. If they are not soiled, you may return them to their proper places.

If you would like to help out with linens, please let me know. It would be greatly appreciated. This care means to take them home, spot treat the juice stains, launder, iron and return. **DO NOT USE BLEACH.** The

hand washing clothes may be put in the dryer. The linens should be pressed on one side while damp, turn over, spray with non-aerosol light starch and press again.

**Thank you so much for this loving service.**

If you would like to help out cutting bread this would also be a help. Please let me know. The bread is from Benjamin's Bakery 810 3<sup>rd</sup> Ave., Surfside and is usually picked up on Friday morning for Sunday. The bread is cut on Saturday using a finely serrated knife. The flat of bread is sliced into ½" strips, flipped sideways then sliced again length wise then into approx. 1 ¼" piece. 80 pieces per bag. Each flat yields approximately 200 pieces. You do not cut the small round consecration loaves as those are "broken" by the pastor.

**Thank you so much for this loving service.**

**Barbara Charles, Communion steward coordinator**

**Home 843-651-1921 / cell 508-269-6972**

**Thank you to each and every one of you for choosing to offer this important ministry of service to Belin. We must strive for a seamless 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.**