

## Role Description – Communion Helper

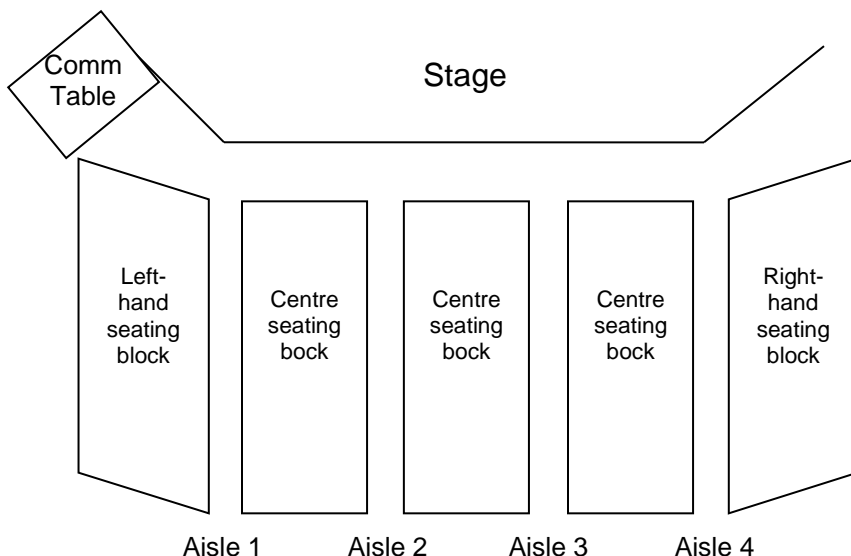
The smooth and quick distribution of Communion emblems allows congregation members to remain focused on personal reflection whilst partaking in communion.

### Some practical steps:

- There are 4 Communion helpers rostered for each service.
- If you are unable to fulfill your service role, please organise a swap and also let one of the people you are rostered on with know of the swap.
- Prior to the service, discuss where each helper will distribute emblems too.
- See diagrams below for auditorium setup.
- Move to the front left of the auditorium whilst the Host is praying for the emblems. (This is unless the Host requests otherwise prior to the service).
- Sanitise hands using sanitiser bottle on the communion table.
- Retrieve communion trays from the communion table.
- Juice will be served in glass cups & the communion bread will be in the centre tray. There will be 3 GF Bread zip-lock bags on each tray too.
- Start distributing from the front & work your way to the back of the auditorium.
- When distributing the emblems, please do not distribute directly to children, but kindly let them know that they will need to let their parents serve them.
- Allow time for each person to collect one of each of the emblems.
- There are different chair configurations that might be used on a Sunday. Please familiarise yourself with the different configurations and the requirements of each Communion Helper over the page.
- Communion helpers must always hold on to the tray. No passing the tray up and down the aisle.
- Once emblems have been distributed allow some time for reflection.
- Collection of the cups will begin when the worship team or the Host invite people to stand for the next song or as the children are leaving for Kids Church. Do not start collecting the cups prior to this time unless specifically asked by the Host to do so. This allows time for additional prayer & reflection time & avoids the awkward clunking of glasses or distractions mid-prayer.
- Collect the cups in the reverse order they were distributed. Again, the communion helper must hold on to the tray the whole time.
- Offering bags will not be distributed. Offerings will be placed in the collection box by congregation members.

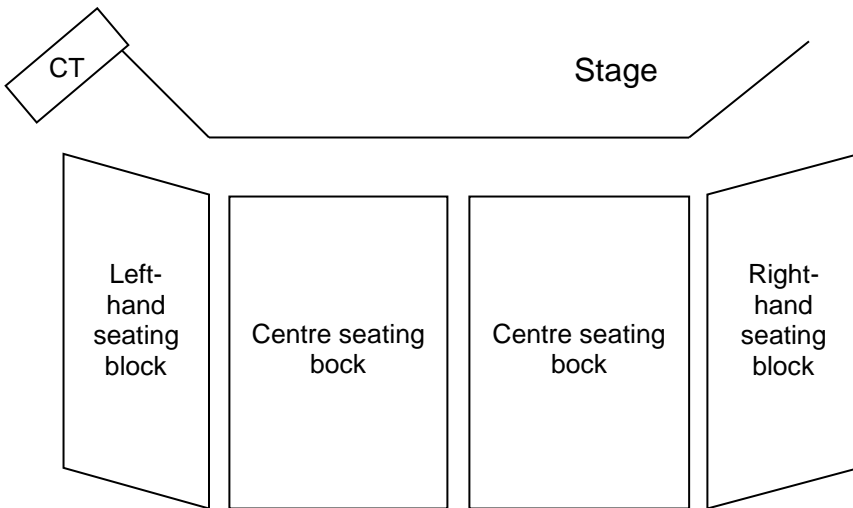
### **Communion Helping Set Up**

#### **Chair Set Up 1**



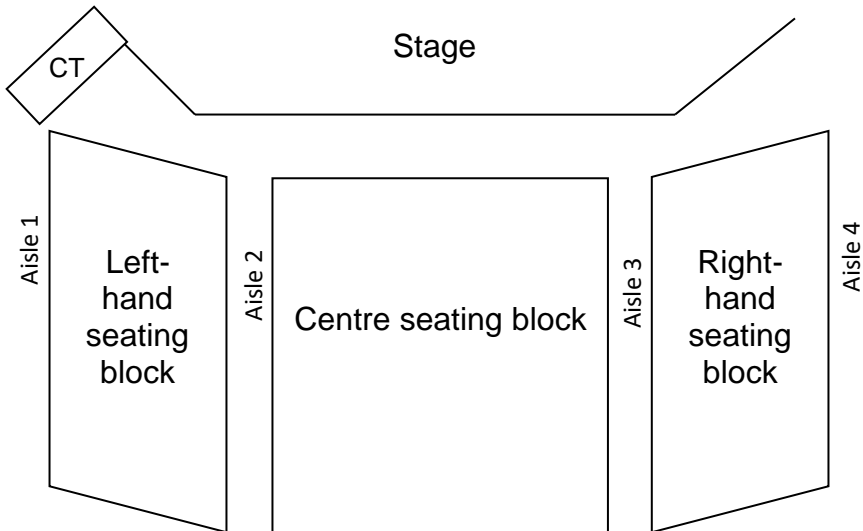
- Each Communion Helper takes an aisle.
- If you are in one of the centre aisles (Aisle 2 or 3), distribute the communion emblems to the 2 seats on either side of your aisle. (i.e. 2 seats to your left and 2 seats to your right.)
- If you are in one of the side aisles (Aisle 1 or 4), you will need to distribute to the whole aisle for the far side block and 2 seats to the other side. (i.e. if you are in Aisle 1, you would distribute to the full row on your left, and to 2 seats on your right.)

### Chair Set Up 2



- You will only need 3 communion helper for this configuration.
- Each Communion Helper takes an aisle.
- Distribute the communion emblems to the 4 seats on either side of your aisle. (i.e. 4 seats to your left and 4 seats to your right.)

### Chair Set Up 3



- Each Communion Helper takes an aisle.
- If you are in one of the centre aisles (Aisle 2 or 3), distribute the communion emblems to the 4 seats on either side of your aisle. (i.e. 4 seats to your left and 4 seats to your right.)
- If you are in one of the side aisles (Aisle 1 or 4), you will need to distribute to the 4 seats on the one side. (i.e. if you are in Aisle 1, you would distribute to the 4 seats on your right.)