

## **Setup and Communion Instructions (updated 2/18/14)**

*Thank you for serving Foothills as the Communion Leader. This involves leading setup which will be aided by the worship team if they are able to finish practice by 2PM. It is important that you are able to be at the Church Facility by 2PM to get everything setup and ready to go. If we are setting up right before we start it causes us to start late and encourages others to show up late.*

### **General Setup Checklist**

- **Hobart Community Church (HCC) has occasional meetings downstairs which we try to avoid disturbing.**
- **Put both sandwich board signs out (located in storage room just off Elevator room). (May be done by family leading worship at 12:30)**
  - 1 at SE driveway
  - 1 to East of building along N-S road on grass
- **Turn on lights. Heat should already be on if needed (but the heater is operated via breaker in the downstairs hallway, East wall). Upstairs Heat is on automatic control.**
- **Open upstairs windows (if needed)**
- **Setup Communion Table**
- **Setup Visitor Table, Offering Box**
- **Ring bell @ 2:45pm. Work with worship leader. They may have a “countdown” video**

### **Break**

- **Communion Oversight Elder does announcements**
- **Rings bell to reassemble for the Word 15 mins later**

## Communion Table Specific Instructions

- Set up table at bottom of steps center stage (Round or Rectangle)
- Drape with tablecloth
- Find 1 or 2 communion bins in Foothills Storage Room
- Bring bread (either make or buy church will reimburse expense if receipt given to an Elder), Gluten Free Wafer in Communion bin
- Place 20 or so glasses out
- Pour juice in pitcher
- *Juice is in Storage Room*
- Open bottle of wine
- *Wine in small office room upstairs stage right. (If door is locked , check in offering box in Communion bin for key). Opener in Communion bin*
- Place juice, wine, glasses and bread on table
- Consider placing flowers and or candles
- Light candles (if any)

## Set up Visitor Table Specific Instructions

- Find Visitor Table in upstairs foyer used by HCC for their visitor book
- Carefully store prayer hands, flower, visitor book on shelf in our storage room.
- Move table inside entry doors on left side of aisle.
- Place Visitor book, offering box, Family Driven Faith books on table, and any other announcement like materials

## Shared Meal Setup

- Setup Verismo Machine, Coffee Capsuel Storage, and Milk Frother on table next to kitchen window.
- Fill up Verismo with water, plug in, and turn on
- Refill Capsuels
- Make Sure Tables and Chairs are setup for shared meal

## **Outside signs**

- **Verify that the outside sandwich board signs are out:**

## **Communion Focus Leading and Prayer**

2 to 5 minutes is the goal in giving the Communion Focus and Praying for Communion Focus is on exhortation not on a new teaching/ mini sermon. Reading a verse and praying is the minimum.

Ask the Holy Spirit to find a dynamic balance between the Joy and Enthusiasm of our salvation and being united with Christ with the soberness and seriousness of the Holiness of God and not taking communion in an unworthy manner. *“Behold then the goodness and severity of God:”* Rm 11:22 ASV

## **Communion Verses (Not an exhaustive list but given as an aid)**

- 1 Cor 11:17-34
- Matt 28:19-20, Luke 22:17-20 (Baptism/Communion)
- Matt 6:53-63
- Matt 26:26-29
- Mark 14:22-25
- Luke 22:14-23
- John 6:22-66
- Exodus 24:7-11
- Deut. 14:22-26
- Hebrew 10:1-18
- Revelations 19:9