

ELDER-IN-CHARGE PRIMARY DUTIES

NON-COMMUNION SERVICE:

- **ELDERS:** Determine if other Elders are present; coord with them for any issues or special requirements; request help to retrieve offering at the end of the service
- **USHERS:** Cross-check with ushers for any specific issues or requirements
- **SCRIPTURE READINGS:** Ensure the Scripture readings for the service are posted on the Lectern
 - o Check the bulletin for the name of the Reader; once they have arrived, make sure they know they are scheduled to read
 - o **IF no scheduled reader shows up**, be prepared to request someone else on the list (posted in the Bride's room), or perform the reading yourself
- **ACOLYTE:** Ensure that the scheduled acolyte has arrived; assist with his/her robing as needed; if no one shows up (should be there no later than 10 minutes prior to service), either find another one of our trained acolytes to cover the duty, or ask Curtis to do so. **If no acolyte is in attendance, be prepared to perform the duty yourself.**
- **PASTOR:** Meet with the Pastor as soon as he is available; determine if he has any taskings for you to address
 - o This could include prepping for a baptism (see below)
 - o If time permits, pray with Pastor prior to the service; try to include any other Elder in attendance, the acolyte, Curtis, etc.
- **BEGINNING OF SERVICE:** Proceed with the Pastor and acolyte to the front of the church to the Sacristy (room behind the altar), and light the candlelighter for the acolyte. Afterwards, return to the rear of the sanctuary to see if anything else needs to be accomplished. Once satisfied everything is proceeding well, take your seat.
- **GREETING VISITORS:** With everything going on, it may be difficult to greet visitors. But in addition to the formal Greeters, Elders should also try to introduce themselves to our visitors, whether before the service, during the welcome period at the beginning of the service, or after the service if possible.

- **DURING SERVICE:** Stay abreast of any issues that may develop, and be ready to assist. This could include a medical concern (know the location of the defibrillator).
- **AFTER SERVICE:** Following the service, along with the other Elder assisting you, proceed to the altar area, retrieve the offering and the appropriate money bag for the service, and head to the rear room to sort the cash, offering envelopes, and green attendance cards. When completed, **both Elders** return the offering plates to the rear pews, and carry the bag to the safe in the Usher closet. Place the attendance cards with the Attendance Log Book.
 - o **NOTE:** If there are no other Elders in attendance, you can also request one of the church officers (President, VP, Treasurer, Secretary), or an usher.

COMMUNION SERVICES - In addition to all the above procedures, the following are specific for communion:

- **COMMUNION ELEMENTS:** Ensure the elements are placed on the altar **approximately 30 minutes** before the service. The Altar Guild will have placed the filled wine trays in the refrigerator in the Sacristy. The chalice with the bread wafers along with the serving platters and covers will be on the counter next to the refrigerator. Remove the plastic wrap from the wine trays, **double-check to make sure all tray cups are actually filled**, and place all the elements on the altar on the right-hand side (as one faces the altar). Arrange them so that the elements can be covered up as much as possible by the cloth covering.
- **SERVERS:** Request assistance from two other Elders, Curtis, or former Pastor Brinkley. Determine who will serve the bread and wine, and who will be serving communion to the Pastor. If there are not enough qualified servers available, arrange an alternate plan with the Pastor.
- **USHERS:** Double-check with the ushers to make sure they are ready to support
- **SCRIPT FOR DISTRIBUTION:** You may want to spend a few moments reviewing the standard script for distributing the elements. You can find these in the hymnal, pages 164, 181, 199, 210, or 217.
- **ROBING:** If serving for First Service, locate an appropriate robe and stole in the Bride's room preferably prior to the service. Also remember to select a cross to wear.

- **PREPPING PRIOR TO SERVING:** All servers need to be in place at the rear of the Sanctuary near the Chapel before the Pastor begins the Words of Institution (sooner if possible). If robing, plan accordingly. When the Pastor removes the covering from the elements, proceed forward to the communion rail.
- **DURING COMMUNION:** Follow standard serving procedures. These include:
 - For the Bread Server, after all communicants are in place at the rail, welcome them “To the Lord’s Table.”
 - For the Bread Server, say a brief blessing for children not communing
 - For Bread Server, once the last communicant has been served, announce the blessing in accordance with our standard script, and dismiss the communicants. It is appropriate to briefly bow to them as they are dismissed.
 - For the Wine Server, have one of the small napkins with you to dab up any spills on the tray or floor.
 - **Pay attention to anyone in the congregation who has not come forward**, and likely is wanting to be served in their seat. For first service, also remember to serve the organist. Either pair of servers can take responsibility to do so, normally depending on who has completed serving all communicants on their assigned side of the altar area.
 - After all serving is complete, return the elements to the altar, wait for Pastor to cover them, and then all servers will depart the altar together. Remember to bow towards the altar before departing.

BAPTISMS:

- In the event of a baptism ceremony, coordinate with the Pastor for directions on what assistance he may request. Typically, this may include moving the Baptismal font to the front and filling the bowl with warm water, and ensuring the Christ Candle, Baptismal candle, and other materials are in place (if not already accomplished).
- You may also be asked to carry the **Professional Cross** during the ceremony, leading the Baptismal party to the font. This cross is normally stored in the Chapel or Bride’s room.