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## WORSHIP ROLES AND TEAMS

### Communion Team

**Why/Goal of the position:** To provide communion elements to the church on the first Sunday of the month and on special Sundays.

**Roles on Team:**

- 9:00 Coordinator
- 10:30 Coordinator
- Servers

**Reporting Relationships:** Communion Servers report to the Communion Coordinators.

**Duties/Responsibilities:**

*Communion Coordinators*

- Using TimeToSignUp, ensure that servers are signed up for worship on the first Sunday of each month.
- 9:00 Coordinator – After the 9:00 gathering, clean up the 9:00 elements and bring out the 10:30 elements. (Or arrange for someone to do this.)
- 10:30 Coordinator – After the 10:30 gathering, clean up all the elements and put things away. (Or arrange for someone to do this.)

*Servers*

- Kelly/Dan will invite the servers down after they finish the blessing.
- While one of the pastors gives instructions to the congregation, you will get a quick squirt of hand sanitizer.
- The other pastor will hand out the elements. If you want to be partnered with someone, make sure that between the two of you, one has the bread and the other has the juice.
- For 10:30 Worship, 2 servers need to serve WINGS band right away.
- Once you have the elements, go to an open spot. The middle aisle gets two sets of servers. The outside aisles get one set of servers each.
- If serving the bread, you will hand a piece to the person. And say, “bread of life for you” or something similar (if you have something you like to say instead).
- If serving juice, each person will dip their bread. Say, “cup of salvation for you” or something similar (if you have something you like to say instead).
- At 9:00, those serving near the organist should wait by her until she is done playing and serve her.

- If you are the servers on the outside aisle near the projectionist, serve him/her and any other people you see who were unable to come forward after your line ends.
- After done serving, look into the congregation to see if anyone needs to be served in their seats. If there are people with disabilities, ask their caref
- Servers should then serve each other once they are done with others. Then, bring the elements back up to the table. Return to your seats.

**What materials they need access to (materials, passwords, keys, etc.):**

*Coordinators*

- Access to TimeToSignUp
- Access to emails of servers.

*Servers*

- Email and TimeToSignUp

**What training is involved for the role:**

*Coordinators*

- Training on TimeToSignUp.

*Servers*

- Responsibilities list from above.