

March 8, 2010

Dear Elders and Deacons (current and past),

We would like to thank those of you who assisted with serving communion last year. The new schedule for 2010-11 is included in this mailing. **Please note on your calendars now when you are scheduled to serve.** Also, note that current Elders and Deacons are serving more than once. If you run into a schedule conflict, please try to trade with someone else on the list and either call the office 298-1243 or email bordentownpresbyterian@verizon.net to inform SaraLee Pindar, our church secretary. If an emergency arises, however, contact the Session members on the Spiritual Life Committee: Donna Potts, 609-585-0211 donna.potts@ptsem.edu or Scott Gyax, 609-291-9893.

Information on the preparation and serving of communion is included in the next three attached documents. These documents include (1) communion preparation instructions, (2) communion servers instructions, and (3) serving communion by intinction. Please look them over and feel free to ask for clarification on any of these instructions. **Just prior to your scheduled serving date,** you may find it helpful to study the *Communion Preparation Instructions* and the serving instructions. Also, server No. 1 should contact the others serving as a reminder prior to the communion Sunday.

The current communion schedule is posted on the bulletin board in the back of the church and on the church web site under the *worship* tab. A copy of the communion preparation and serving instructions has been posted inside the communion cabinet door in the kitchen. As always, the key to the communion cabinet is in the far right hand drawer below the cabinet.

Thank you for your support. If you have any questions please call or email Donna Potts, Session member for Spiritual Life.

The Worship Committee

Attachments:

Communion Schedule

Communion Preparation Instructions

Communion Servers Instructions

Serving Communion by Intinction

COMMUNION SCHEDULE 2010-2011

February 7 Communion by intinction (Snow)	1. Karen Deets 2. Bill Deets 3. Donna Potts 4. Robin Lostetter	November 7	1. Amy Dallas 2. Ed Dallas 3. Ted Miller 4. Cathy Elliott-Shaw 5. Greg Hoch
March 7	1. John Burke 2. Victoria Taylor 3. Greg Hoch 4. Mary Terry 5. Pat Terry	December 5	1. Karen Chamberlin 2. Blake Bolinger 3. Victoria Taylor 4. Tom Bayen
April 1 Maundy Th. Intinction	1. Dan DiLeo 2. Donna Potts	December 24 Christmas Eve 7:30 pm	1. Robert Joe Lee 2. Candy Walling 3. Donna Potts 4. Gordon Potts
April 4 Easter Sunday	1. Pat Andrus 2. Jim Andrus 3. Don Ryba 4. Nancy Grim 5. Cathy Elliott-Shaw	December 24 Christmas Eve 11:00 p.m. Intinction	1. George Carmichael 2. Kathie Ackerman 3. Jeanne Allegretti 4. Melonie Newton
May 2	1. Candy Walling 2. Tom Bayen 3. Melonie Newton 4. George Carmichael 5. Loren Grabowski	January 3 (2011)	1. Cindy Chidley 2. John Burke 3. Dan DiLeo 4. Anne Reilly 5. Don Reilly
June 6 (Intinction)	1. Cindy Chidley 2. Scott Gygax 3. Blake Bolinger	February 6	1. Nancy Grim 2. Don Ryba 3. Cathy Elliott Shaw 4. Scott Gygax 5. Mae Hamilton
July 4 (Intinction)	1. Donna Potts 2. Jean Allegretti 3. Robert Joe Lee	March 7	1. Jim Andrus 2. Pat Andrus 3. Bob Horton 4. Bobbi Maiuro 5. Dana Maiuro
August 1 (Intinction)	1. Bob Horton 2. Marlene Lyszczak 3. Jodi Hawryluk		
September 5 (Intinction)	1. Donna Potts 2. Guy Tassi 3. Bobbi Maiuro		
October 3	1. Anne Reilly 2. Don Reilly 3. Don Ryba 4. Mae Hamilton 5. Kathie Ackerman		

Communion Preparation Instructions

Before Sunday (or the date of Communion), Server #1 should do the following:

1. Buy one (1) small oblong or round loaf of bread and using the serrated knife please slice through half way through from the bottom to assist in the final breaking at table.
2. Buy one (1) loaf of white bread that can be cut into cubes (after removing the crust) for the serving plates. White Italian bread works well. Note that this loaf of bread is not required for serving Communion by Intinction.
3. Buy one (1) bottle of grape juice (64oz).

Communion served with the trays (in the pews)

Servers # 1, 2, &3 should be in Fellowship Hall no later than 9:30 am on Sunday (at least one hour before the service) to prepare all serving trays as follows:

1. Communion supplies are in the communion cabinet (wall cabinet next to the phone), and the drawer below the counter has the communion cabinet key hanging on a hook, left side of drawer.
2. Bread trays: Use five trays with a paper doily on each tray and place about 30 pieces of bread on each tray. For Christmas Eve and Easter, use 60 pieces per tray. The lid goes on top of the five tray stack.
3. Cups: Use the plastic squeeze bottle with elongated spout to fill the plastic communion cups with grape juice. The slot count on the tray rings is 18, 14, 7, and 1 (for a total of 40). Therefore, filling the second and third rings will give 105 which is sufficient for most Sundays. However, for Christmas and Easter fill all slots for a total of 200 for the 5 trays. When the wine (juice) trays have been completed; place the lid on top of the stack.
4. Fill the pitcher with enough grape juice to fill the chalice. Take the chalice upstairs empty.
5. Take the tray stacks, bread loaf (sitting on a paper doily on the plate and cover the loaf with a cotton doily), pitcher and chalice to the sanctuary and arrange on table with the wine trays on the piano side and the bread trays on the organ side. Between them place the pitcher and chalice on the piano side (pitcher handle pointed right (Robin is right-handed.) and loaf of bread on the organ side.
6. After the church service is over, servers 4&5 collect the used cups and discard, and wash the trays, pitcher, chalice, etc. and put everything back in place and lock the cabinet. Take home any soiled doilies, wash, and return to the communion cabinet.

For Communion Served by Intinction (only 3 servers required)

Server 1 should purchase a large loaf of bread (approx. 8in" diameter and one 64 oz bottle of grape juice. Please arrive by 9:45 a.m. and do the following:

1. Place the prepared loaf of bread on plate with paper doily and cover loaf with cotton doily.
2. Fill two serving chalices with wine (juice) and have a third one empty. Fill the pitcher with enough grape juice to fill the third chalice. Server 2 should arrive by 10:00 a.m. and help carry the elements to the sanctuary. Remember the third chalice should be empty.
3. On the communion table, place the bread loaf in the center with the pitcher and empty chalice to the right, piano side, and the two full chalices on the other side of the bread, organ side.
4. After the church service is over, servers 2&3 wash the chalices, trays, etc. and put everything back in place and lock the cabinet. Take home any soiled doilies, wash, and return to the communion cabinet.

COMMUNION SERVERS INSTRUCTIONS

- Come to the front behind the ushers as they bring the offering forward.
- Sit in the front pews in approximate numbered order (1-5 from left to right as you face the front). Note that servers 1&2 will be serving the piano side aisle and servers 4&5 serving the organ side aisle. Server 3 serves all others as listed below.
- The Pastor will begin the service and when you hear “These are the gifts of God for the People of God, come for all is ready”, servers come forward.
- Proceed up the **side** steps and stand in front of table in order 1-5, left to right as you face table.
- Pastor will pass a plate of bread to each of you in turn, then all turn and proceed down the **front** steps with servers 1&2 covering the right aisle (piano side) and 4&5 the left aisle (organ side). Server number 3 (runner) should come down first and pause as the other part for the aisles, you may proceed to serve the choir, then the Organist (or Pianist), the extended care group upstairs and anyone in Fellowship Hall, or in the Balcony.
- When offering the bread plate to communicants, say, “The body of Christ given for you”.
- When all have been served the bread, proceed up the aisles taking the side steps again. Server 3 may go up either aisle as convenient **leading** the other two servers. All servers will again meet in front of the table in the order 1-5.
- Pastor will then collect the plates.
- Pastor will pass a tray of wine cups to each of you and when all have received trays then turn and proceed to serve the wine as explained above for the bread.
- When offering the cups of wine to communicants, say “The blood of Christ shed for you”.
- After all have been served the wine, proceed up the side aisles as before and stand in front of table.
- Pastor will then collect the trays and serve the bread and cup to each of you in turn. The last person served will take the tray and serve the Pastor saying “The body of Christ given for you” or “The Blood of Christ shed for you”.
- When the Pastor is ready to begin the prayer of Thanksgiving, please part in the middle to either side so the pastor can be seen by the congregation.
- When the prayer is complete, return to your seats for the closing hymn.

NOTES:

1. Stay with your partner as you serve down the aisle (1&2 and 4&5)
2. Try to keep the pace down the aisles about the same for left and right sides
3. When reaching the back, wait for all five servers and then return to table together

SERVING COMMUNION BY INTINCTION

- The three (or four) servers come to the front behind the ushers as they bring the offering forward and take their seats in the front pew.
- The Pastor will begin the service and when he/she says “These are the gifts of God for the People of God, come for all is ready”, come forward.
- Proceed up the **side** steps, stand in front of table, and receive a plate of bread or cup.
- Go down the steps and stand in the front aisles. Pastor and server #1 in one aisle, #2&3 servers in the other aisle, and server #4 (if needed) proceeding to serve the choir, Organist (or Pianist), any child care givers upstairs or in Fellowship Hall, and anyone in the Balcony.
- As people proceed forward and partake say, “The body of Christ, given for you” (if giving bread) or “The blood of Christ, shed for you” (if holding the cup). Call people by name (example: Sally, this is the body of Christ given for you). If you do not know the name simply say “The body of Christ broken for you” etc.
- Watch for people not coming forward (especially the elderly or infirm) who may wish to partake. Go with your partner to the pew and ask those if they wish to be served.
- When all have been served, return to table and Pastor will collect the serving pieces.
- The Pastor will take a piece of bread and serve the 3 or 4 servers, and then the cup to serve the servers. The last server served will then serve the Pastor.
- When the Pastor begins the prayer of Thanksgiving, please part to either side so the Pastor can see the congregation and their voice will carry out over the church.
- When the prayer is complete, return to your seats for the closing hymn.