

# Communion Server Instructions

Welcome and  
Worship  
Ministry

## Role

Communion is normally served on the first Sunday of the month. It is not difficult to be a communion server but a great privilege. You will experience the sacrament in a different way when offering it to others.

## About Communion

In The United Methodist Church, we celebrate an open table, meaning all are welcome, including children, visitors, and those of different faith traditions. Children are also invited to serve communion. There are no limits on God's grace. In order to be fully inclusive, we use all gluten-free bread and grape juice.

## 2017 Coordinators

9:00: Sandy Osborn  
sandygo62@gmail.com  
425-346-0821 (text is best)

10:30: Rana Severson  
rseverson@debeerlaw.com  
651-331-1959

Here's what your coordinators do:

- Send out a Time To Sign Up link for you to use to sign up for your shifts monthly.
- Watch Time To Sign Up to ensure all shifts are filled.
- Answer questions and address concerns

## The How To's

- 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.
- 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).
- Musicians are typically busy during the sacrament. Those serving near the organist should wait by her until she is done playing.
- 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.
- 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.

# Hospitality

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## Who is responsible for welcome?

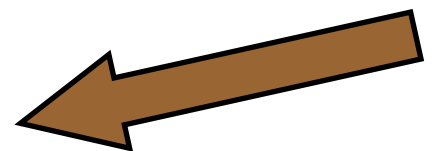
- Everyone in the congregation is responsible for welcome.
- We welcome people we don't know... they might be new to church, or maybe we just haven't met them yet.
- The goal is to welcome 100% of our visitors, ensuring each one has a conversation with another person before they leave.
- As ministries of worship and welcome, we set the culture for the rest of the congregation.

## A Welcoming Presence

- Notice people
- Greet everyone... every single person
- Extend a hand for handshake or high five (sometimes works for kids, and even adults)
- Speak language of kindness
- Help the bewildered
- Disarm the discomfort

## How to Recognize a Visitor

- Looking above heads for signage
- Asking questions that first timers ask (E.g., can I take coffee in the sanctuary?)
- Walking slowly, as if they are absorbing much information.
- Tentativeness
- Looking bewildered or confused because they can't find something.



## And then... Other-Oriented Questions

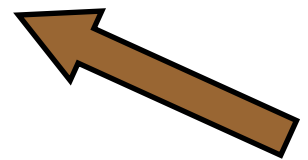
How to find out about them.



- **How did you hear about us?**
- **What keeps you busy during the week?**
- **Do you live around here?**
- **Do you know anyone that attends the church?**
- **Are you looking for a church home?**
- **Is there anything in particular you want to know about us?**
- **If they are a regular participant you just met, how to connect with church besides worship?**

## Invitations

- Coffee Time in Commons or Fellowship Hall
- Encourage to pick up newsletter, other information, and gift bag at Welcome table. Point out the table by telling them it's by the orange-colored flag.
- Invite them back again. **"I hope to see you in worship again sometime."**



## Kids

The message we send: Kids are important and are welcomed in worship.

- Offer both children and adults a bulletin.
- Let families with children know about the activity bags (by the bookshelf) and the play space in the front of the worship center.
- Let families know that they are welcome to stay together in worship, or use the nursery or Creation Station.
- In our church anyone who desires to participate in Communion is welcome to do so, including children.

# Using TimeToSignUp

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## What is it?

TimeToSignUp is an online volunteer management system. Both the coordinators and participants will benefit from the use because it creates efficiency.

## What information do I have to give?

- At minimum, you need to give your name and email. There is an additional option for phone.
- We picked this site because there is no spamming associated with it.

## If I'm on a rotation, do I need to use it?

- Ushers/Greeters and Welcome Hosts *who have committed to a regular rotation* do *NOT* need to use TimeToSignUp. Our Ministry and Volunteer Coordinator will put you in monthly.
- However, if you are on a rotation and need to change, you will need to find your replacement or contact your Area Coordinator so they can help by opening your slots.

## Free Agents Signing Up

- If you are not on a regular rotation, you are considered a "free agent," meaning that you will sign up when you are available.
- Free agents will need to use TimeToSignUp to sign up for their slots.
- A NOTE for Communion Servers: all of you are technically free agents because there isn't any kind of monthly rotation for communion servers. The 10:30 Servers will use TimeToSignUp. 9:00 Servers will need to work with their coordinator on what works best.

## Knowing when to Sign Up

- You will receive an email from your coordinator about once a month, reminding you it's time to sign up.
- In the email, you will click on a link that takes you to the signup page.
- Please,,, pretty please go into the signup when you get the email and put your name in. It's nearly as fast as hitting reply and sending an email back to the coordinator. Your use of TimeToSignUp is a way you can support the efforts of the coordinators who have stepped forward to volunteer.