

Wodonga Lutheran Parish

Communion Assistant Duties

1. Introduction

The role of the Communion Assistant is to prepare for the Sacrament prior to worship and then following the worship service, clean the vessels and launder the cloths that have been used. **Please note** that as we now prepare in a Covid safe manner, first you must ensure that you are wearing a face mask and sanitise your hands. Both are on the table in the Vestry area.

2. Before the service

Please allow enough time before the service to prepare the Holy Communion elements.

- Using the plastic filler bottle, put a small amount of wine into the individual disposable cups and place into the wooden trays.
- Put wafers into the host silver container and replace the lid. Also place several Gluten free wafers onto the glass plate. Remember NOT to mix gluten free wafers with other wafers.
- Place the host container onto the silver paten (plate).
- Put both the silver paten and glass dish onto the larger round 'silver' tray. Put the Chalice onto the tray also. Place a small amount of wine into the Chalice – (same as in disposable cups) and place onto the tray.
- Place the tray on the altar. Also place the wooden tray of individual cups onto the altar.
- Cover the wooden tray with a cloth – white square cloth. Cover the round tray with a cloth that suitably covers.
- Make sure that the bowls at either side of front pews have disposable paper towel lining them.

3. During the service (distribution)

When the Pastor indicates, move to the altar, sanitise your hands and collect the tray of individual cups. If you are unsure of the words to say to communicants as they receive the wine, please consult the Pastor PRIOR to the service. At the conclusion of communing the congregants, you will commune the Pastor. There is a small card with the appropriate wording to use kept in the drawer with the cloths. Place the card onto the tray as you prepare.

4. After the service

- Remove the trays and cloths to the vestry. Collect the bowls with used disposable cups. Empty used cups into the bag lined bin. Any unused individual cups containing wine and any wine left in the chalice **MUST be disposed of by pouring onto the earth.** PLEASE return unused wafers to their airtight containers. Wipe the altar using sanitiser spray and disposable cloth or disinfectant wipes.
- Wipe **ALL** trays used and containers with sanitiser wipes and let them air dry before placing back into the cupboard. The plastic filler bottle and Chalice **MUST** be washed with hot water and thoroughly rinsed with hot water.
- Place all vessels back into the cupboard. Please take the cloths home to launder.
- They can be soaked prior to washing, however, **please DO NOT use bleach.**

In this time of holding 2 services in what will continue to be quite a restrictive setting, there may be occasions that there will not be anyone available to be rostered on Communion duty for the 2nd service.

If that is the case, it would be very helpful if you would be willing to set up the elements for the Sacrament for the 2nd service.

- Please tie the bin bag and dispose of it to the Red lidded bin behind the office. Replacement bin bags are in the drawer containing the cloths.

Thank you for your service to the congregation as a Communion Assistant.

If you have any questions, please contact Carolyn Kiss (0438 324 477)

Jenny Simboras
Chairperson - Wodonga Lutheran Parish