



Governance Manual

COMMUNION SERVER DUTIES

1. INTRODUCTION

The following information is intended for those who choose to use their gifts in setting the altar for Holy Communion. The Communion Server's main purpose is to care for the Altar, the sacramental vessels and linens. Communion ware is placed on the altar when there is Holy Communion. In the event of a baptism, the Communion Server also prepares the items and fills the font for Holy Baptism.

2. BEFORE THE SERVICE

- Please arrive at least 20 minutes prior to the Service.
- From the glass decanter of wine fill the chalice (common cup) and the individual glasses.
- Half-fill the silver jug with wine.
- Fill up the host box with wafers.
- Place the large wafer on the paten (silver plate).
- On the glass plate place two alcoholic wipes and the perforated spoon.
- Organise two cloth serviettes for wiping the cup.
- Prepare the individual glasses.
- Place these at the foot of the Crucifix as shown in Figure 1 and cover with a veil.
- Place the collection baskets at the end of the first row of pews for depositing empty glasses.
- If there is a baptism, put warm water in flask and put a cloth serviette out on the baptismal font.



Figure 1: Position of the HC elements

3. DURING THE SERVICE

- When Pastor invites the Server, please come forward and collect the small table and place it in the middle of the aisle just in front of the altar rail.
- 'Then receive the individual cups and place them on the table as shown in the Figure 2.
- Assist the pastor with communion by carrying the Common cup. Serve communion wine saying, "the blood of Christ shed for you".
- After distribution bring the individual cups forward and place the tray near other vessels as shown in Figure 1.



Figure 2: Placement of the individual cups during HC Distribution

4. AFTER THE SERVICE

- Clear the altar of the vessels.
- Pour unused wine from the jug and individual glasses into the glass decanter.

- Pour out wine from the common cup onto church foundations in the garden at the front of the church, giving thanks to God for the use of the wine. If a small amount remains, you may drink it.
- Wash all used items thoroughly with hot soapy water, and rinse well.
- Silver jug must not be washed with hot water, but rinsed with lukewarm water and stood upside down to drain and dry.
- Place all vessels in cupboard.
- Take home linens to wash/iron after soaking in cold water to remove the wine stains.
- Return clean linen at the next service.

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