

Ministry Scheduling Guide for Assisting in Worship

Communion Runner

9:30 & 11:00 Services – Please arrive 10-15 minutes before the service and checkin at the patio table.

We have two communion runners and 4 communion stations, so each person can oversee two of the stations. At 9:30 the worship assistant is one of the runners and at 11:00 one of the runners is from the worship band.

When the Pastor calls the communion assistants forward, after preparing the meal, the communion runner will:

1. Proceed to the credence table behind the altar to help distribute the bread and wine to the communion assistants. The pastors will be there as well. When the communion assistants are ready, the pastors will take their places to serve communion wine in the center aisle.
2. During communion, resupply the communion assistants before they run out.
3. Make sure they have grape juice in the purple cups in the center of the tray. If they are running low, just take two grape juice cups and place them in the tray.
4. When the communion assistant is running low on wine, give him/her a new tray and give the mostly empty tray to the acolyte (if there is one). The tray of empty cups goes back to the credence table.
5. Communion runners should just slip into line at one of the stations to receive communion as the line is coming to an end, and then can help return items to the credence table.
6. After communion is done at the outside stations, move the baskets and stands with the empty communion cups behind the wall.