INSTRUCTIONS FOR DISTRIBUTION OF COMMUNION

Date: _ _____ Service:____ _____

1. **Elders will come forward during the hymn which follows the sermon and sit in the front row, three on each of the center aisle.**

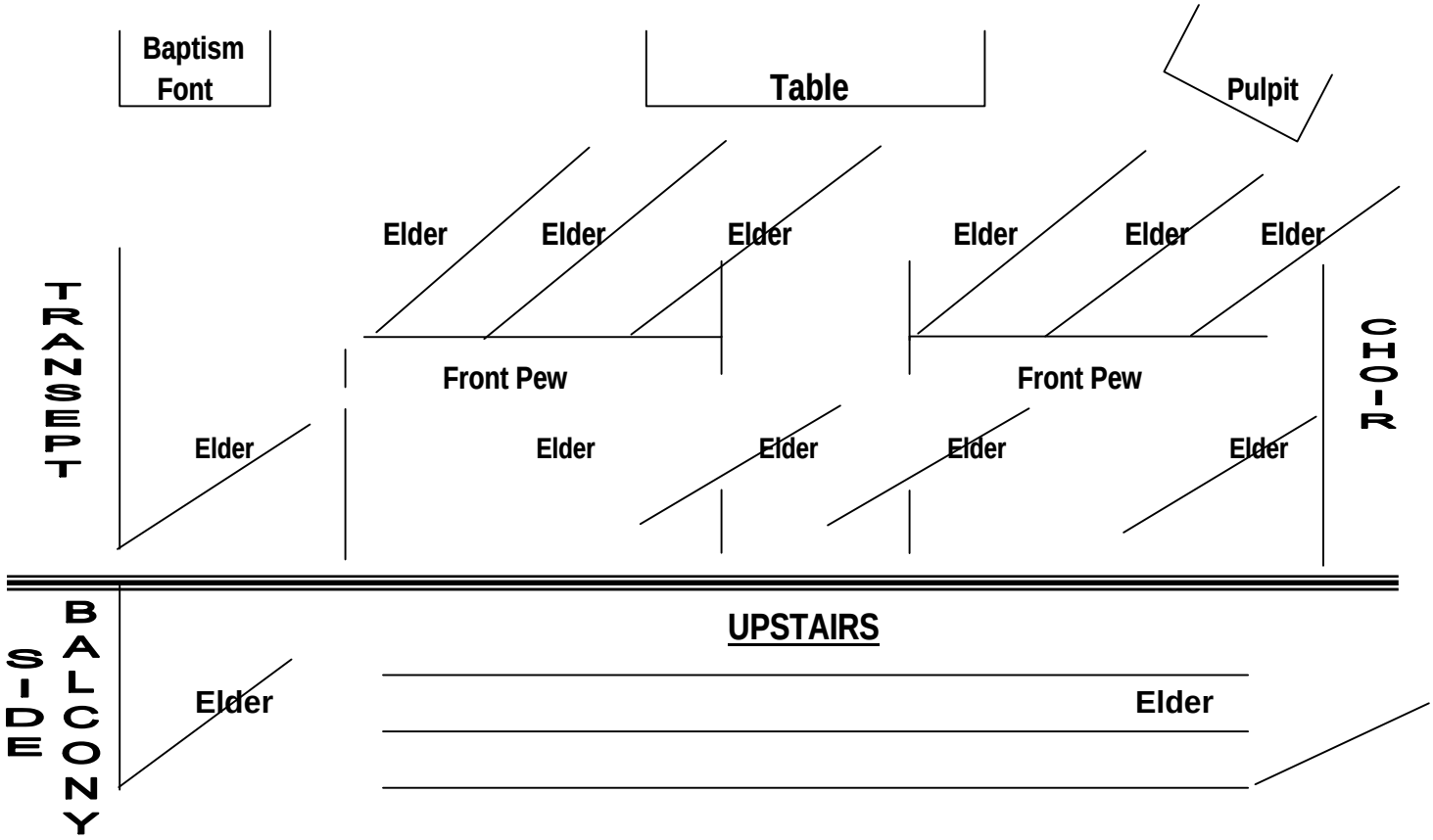
2. **Each elder will receive a bread plate/wine tray.**

3. **After receiving the element, the two outside elders will proceed upstairs to serve the balcony. Elder serving the side balcony will be given two bread plates. Start one in side balcony and one in rear balcony. An extra wine tray will be upstairs in corner where upstairs offering plate is kept. It may be left there after use. Send trays all the way across long rows.**

4. **The remaining four elders will serve downstairs center sections first, then divide, with the two on the right serving the choir and the two on the left serving the transept. As each elder will have a tray, alternate rows.**

5. **If there are persons seated in the Fellowship Hall, whoever finishes first will begin serving them. Others may assist as needed.**

6. **After each element is served, wait at the back of the Sanctuary until all six elders are present. Proceed together to the front by the center aisle and be seated. You will be served in your seats. The last one served the bread will keep the plate and serve the minister.**

7. **Repeat procedure for the wine (except minister is not served).**

8. **After service, assist in picking up wine cups and in clean-up.**