

PREPARATION

An experienced deacon should serve with a new deacon to facilitate training. It is better for two people to share responsibility for preparation of communion. Preparation should be completed before Sunday School. This is desirable for many reasons. The Diaconate should undergird all programs of the church. Many unexpected things can happen during preparation to take extra time and delay getting the communion to the sanctuary before the congregation arrives.

This should be and can be the most moving spiritual experience in your life if you allow time to meditate upon the meaning of what you have been chosen to do for the Lord. This should never be a hurried task. It is so much more important and meaningful that you owe it to yourself to take advantage of the opportunity to feel the special closeness to our Savior that is available at this time.

1. Take 5 trays from under left side of cabinet in Diaconate kitchen. Clean all of them with wet sponge and dry cloth.
2. Fill 4 juice trays ^{*# determined by attendance the previous week.*} completely with plastic cups (also under cabinet). The 5th tray should have about 15 cups for the choir. These figures will vary during the Summer. During Winter and special holidays, fill an extra tray with juice and place on podium in rear to use as needed.
3. ~~Take four paper doilies from left drawer of cabinet and put in bread trays.~~
4. Grape juice in refrigerator. Bread in refrigerator.
5. Use plastic cup in drawer to measure bread for each tray except choir (put approximately same amount of bread on tray as cups of juice). Return bread to refrigerator.
6. Remove plastic dispenser from refrigerator and fill with grape juice. Fill cups 3/4 full. After all cups have been filled, wash dispenser thoroughly and return to refrigerator. Return unused juice to refrigerator.
7. Clean glass on Communion table with glass cleaner. Be very careful not to spray directly on table as spray will harm finish on cross and candlesticks. Instead, spray cleaner directly on cloth or paper towel, then use dry clean cloth on cross and candlestick. no cleaners.
8. If using oil candles, be sure there is enough oil in candle. Deacons will light the candles and extinguish them.
9. Remove offering trays from under table and clean with wet sponge then dry with cloth.
10. Put flowers from refrigerator behind Communion table.

11. Place 2 trays on each side of communion table. Check again to be sure there are no fingerprints. Be sure trays are straight and pleasing to the sight. The choir's communion tray will have both bread and wine, and will be placed beside the back pew of the choir on the piano side of the pew.
12. Put one juice cup and one piece of bread on small doily on right side of organ.
13. Put glasses of cold water on shelf of pulpit for pastor, organist.
14. Wipe counter of cabinet in kitchen.
15. Extra juice is kept under sink. Bread supply is stored in lower cabinet with plastic cups.
16. Place more juice in refrigerator for next Sunday.
17. When opening last box of bread or using last large bottle of juice, notify Chairman.

Revised 12/3/00

SERVING

Four deacons shall be seated on bench at right side of front door (looking from pulpit) before music starts.

When visitors are introduced give each a visitor card to fill out.

Diaconate must set example by maintaining silence, once seated at rear.

At beginning of 2nd stanza of Communion hymn, the two serving elders and four serving deacons stand. Two deacons line up behind elders and two deacons stand behind them and proceed to the front of sanctuary. The deacons will separate and leave space for deacons to stand between them.

One elder will give juice and bread trays to pair on right - one elder will give trays to pair on left and to choir.

After Communion has been served to congregation, deacons will again line up, waiting until special music is finished before proceeding. Elders will take trays from deacons and place on table. Deacons on inside will serve deacons both bread and juice - elders will take their trays and serve inside deacons. All people will partake of juice together at this time. Deacons will replace their cups in trays held by elders.

Elders will take offering plates from underneath table and give to deacons in same order as juice were given.

Deacons collect offerings and tithes in same manner as communion was served. Two Deacons stack their offering plates on top of other deacons plates. As the Doxology is being sung, two deacons take offering plates back to communion table where prayer and dedication is offered and they then follow elders to rear of sanctuary.

After service is over, all four deacons will participate in all areas of clean-up.

CLEAN-UP

1. All four deacons shall be on clean-up duty.
2. Deacons who prepared communion will take all juice and bread trays back to Diaconate kitchen.
3. Other Deacons will clean the area they served of all plastic cups, bulletins and other used paper in pews. Be sure all hymnals are facing same way with title showing and bibles on pews.
4. Paper doily and juice cup should be removed from organ and/or piano.
5. Water glasses from pulpit and organ and/or piano must be taken to Diaconate kitchen, washed and put into refrigerator.
6. Juice trays and bread trays should be wiped with damp sponge and dried and put under cabinet on left side.
7. Wipe counter.
8. Replace any surplus bread in bread box in refrigerator.
9. Keep Minister, congregation and sick in your prayers.

revised 12/3/00