

# Communion Assistant FAQ

This document serves as a guide to preparing and cleaning up the supplies for Holy Communion.

Last Updated in July 2021

**Q: What do Communion Assistants do?**

A: Our Communion Assistants are responsible for preparing the bread and wine for Communion and cleaning up after the service.

**Q: Where are the Communion items located?**

A: Communion materials are located in the Sacristy off the front of the Sanctuary. Communion wafers, wine, and other materials are located in cabinets right of the sink. Both cabinets and packages are labeled with what they contain. If you have any questions about where something is, please speak to the Communications Coordinator.

**Q: How many people should I prepare Communion for?**

A: Based on current attendance, we are preparing Communion for 110 people on Sundays. We ask Communion Assistants to arrive early so there is time to prepare more if it looks like we will have more people at a service.

**Q: When should I arrive for a service?**

A: To ensure a smooth process, we ask that Communion Assistants who are prepping for worship arrive 30-45 minutes before the beginning of worship. Assistants who are cleaning up can arrive at the beginning of worship.

**Q: How should Communion be set up?**

A: Currently, parishioners come down the two aisles separating the sections on each side of the Sanctuary. When they arrive at the table, there should be two trays of regular wafers and a plate of gluten-free wafers. The tray of wine and grape juice should be next to that, and finally, a basket lined with four or five paper towels should be available for people to dispose of their empty cups.

The chalice with two sections should have a small amount of wine in one section and a wafer placed in the other section. The chalice should be placed on the table underneath the Eternal Flame and behind the Altar.

Each station should also have one plate with wafers and cups of wine for ushers to take to people who cannot leave their seats.

**Q: Are there any health precautions I need to follow?**

A: Before you handle the Communion materials, please wash your hands. When you are ready to place the gluten-free wafers, please wash your hands and put on a pair of gloves. This precaution is incredibly important as some people may have very sensitive gluten allergies.

As we transition out of Covid, we place wafers two inches apart on trays; wine and grape juice are served in individual cups and placed in the circular trays.

After worship, a Communion Assistant should wash all trays and non-disposable items. If disposable Communion cups are used, they should be tossed.

**Q: Who should I talk to if I have an issue?**

A: If you have an issue that needs to be addressed during worship, please report it to the Communications Coordinator.

**Q: How do I sign up for a volunteer shift?**

A: Lord of Life uses a program called LOLConnect to assist volunteers and staff in coordinating who will be available at different programs. When the Communications Coordinator sends out requests to volunteers like yourself, it comes in an email or text saying you have a serving opportunity. At that point, you can click on the link to LOLConnect and choose whether to accept or decline the request. We must use this system to cut the amount of time you and the coordinator are spending setting up serving opportunities. It also ensures we have a schedule of who will be serving. If you receive a request to help, please accept or decline it as soon as possible. More information can be found in the Volunteer Sign-up FAQ.

[+Volunteer Shift Sign-up Procedure](#)