

# Communion Assistants

**Purpose:** Worship is at the core of leading people to a full life in Christ at St. Peter. Communion assistants help with the distribution of Holy Communion. These lay members of the Congregation help attendees experience a fulfilling worship service and worship the Lord.



**Responsible to:** The Senior Pastor. The coordinator is Eric Born.

## Coordinator duties:

- Provide oversight for this ministry, stepping in to deal with problems, making improvements as appropriate.
- Welcome and train new volunteers.
- Oversee scheduling. Create the schedule for input into the PCO scheduling system.
- Serve as contact person for this ministry.

**Communion Assistant duties:** Distribute the communion elements to the congregation members during the worship service.

- Assistants arrive 15 minutes prior to the service and meet in the Sacristy for preparation.
- Assistants are normally clothed in robes for traditional services, but wear business suits or sport jackets for contemporary services.
- Most congregants receive communion at the front of the church, but the Communion Assistants also distribute the elements to disabled members at their seats, when requested.
- When communion distribution is completed, the Assistants return the chalices, etc. to the altar.
- Following the worship service, help the Altar Guild members take the communion vessels down to the Altar Guild Room and return the small communion tables to the back of the altar.

**Time required: Assistants:** Normally serve in from 3 to 6 services per quarter. **Coordinator;** A reasonable estimate is 1 to 2 hours per month for leadership responsibilities, on top of the time the leader already gives to serving as a communion assistant or worship assistant.

**Length of commitment: Assistants:** Permanent assignment (until the Assistant requests to be removed from list). **Coordinator:** an initial two years is requested.

## Training provided:

- **Coordinator:** Past coordinators will advise the new coordinator.
- **Assistants:** One-on-one training if needed, plus a copy of the duties detailed procedure.

## Qualifications or special skills:

- **Coordinator:** Be supportive of worship at St. Peter, and regular in attendance. The ability to work with a variety of people and a willingness to work through problems is important. Good communication skills are a plus, and leadership or management experience is helpful.
- **Assistants:** Because they are assisting the pastors with the Sacrament of Communion, Communion Assistants must be male members in good standing and have the approval of the pastoral staff. They must be able to negotiate stairs and safely handle the communion vessels and elements.
- **Benefits to the volunteer:** Volunteers will enjoy serving the Lord and the congregation in positive worship experiences.