



## Suggestions for Those Assisting with the 9:00 Chapel Service

### Summary of Assistant Tasks

- Prepare the communion elements
- Light the Christ candle
- Prepare the communion table (2 people)
- Read the scriptures
- Prepare and read the Prayers of the People
- Read Minutes for Mission (every 3rd Sunday of the month)
- Collect the offering (2 people)
- Assist with the communion liturgy
- Serve communion (2 people)
- Clear the communion table (2 people)
- Clean the communion dishes

### Details of Assistant Tasks

On the Thursday preceding the service, phone the church office at 250-388-5188 ext. 221 or email [office@firstmetvictoria.com](mailto:office@firstmetvictoria.com) to get the sermon title and scripture books, chapters and verses. The scripture readings will be emailed to you. For those without email, printouts will be available in the church office. Prepare the prayers of the people. You may do this on your own or use the following resources:

- Books and magazines on the shelves by the entrance to the Doreene McLeod Room
- Church library open 10am to 11am on Sundays
- Church website at <http://firstmetvictoria.com/2593>

On Sunday, the chapel is open at 8:30am. Arrive before 8:40am to reserve seats for yourselves at the front of the chapel and to decide who is doing which tasks. Get the jug, plate and white napkin from the shelves at the back of the chapel and bring them to the Doreene McLeod room kitchen. Find a grape juice tetra pak on the top shelf of the cupboard with the fire extinguisher on its side, cut the tetra pak open with scissors and pour into the jug. Find the hamburger bun and bread slices on the kitchen counter. Microwave them if they are still frozen. Cut the bun into quarters partway through from the bottom to make it easier to break. Cut the slices of bread into small pieces. Place all bread on one plate covering it with the white napkin. Should any member of the congregation bring their own gluten free bread or crackers, place them on the second communion plate also found on the shelves at the back of the chapel. Place all bread plates and the jug back on those shelves. The person assisting with the communion liturgy receives the liturgy sheet from the minister. The assistant reading the Minutes for Mission (when applicable) gets the Mission & Service book from the back of 9:15 Leadership Roster book located on the small table against the wall of the chapel near the entrance to the Doreene McLeod room. The assistant who will be lighting the Christ candle found on the small table by the entrance to the main church lights it after the start of the **Prelude** using the matches found on the shelves in the same area.

After the **Prelude**, about 9am, Frances Pollet (Fran), the Minister of Music, will give you a signal to carry out the Christ candle. Place the candle on the small table in the centre of the chapel saying "This candle represents

Christ's presence among us". The process for the candle lighting is different during Advent and guidance will be provided by the minister just prior to the service.

Following the **Welcome** and **Hymn Sing**, prepare the centre table (=Communion table). All necessary items can be found on the small table against the wall of the chapel near the entrance to the Doreene McLeod room. Both assistants place the tablecloth, the antependium (=colour cloth), the candles, the chalice and the stone on the communion table. The candles are placed on either end of that table. Use the taper on the small table to light these candles from the Christ candle.

After the **Gathering Prayer**, read the scriptures provided on Thursday from The Inclusive Bible mentioning the book, chapter and verses being read. The psalm reading involves congregational responses and singing. Conclude the last reading by saying "This is part of our story". The response from the congregation will be "Thanks be to God".

After the **Sermon** and **Hymn of Response**, read the **Prayers of the People** prepared prior to the service. Every third Sunday of the month, read the **Minutes for Mission**. Following the **Passing of the Peace**, slip into the area near the entrance to the Doreene McLeod room. Use the hand sanitizer found there to prevent germs from spreading during communion.

When Fran begins playing the music for the **Offering**, both assistants get the offering plates from the shelves near the entrance to the Doreene McLeod room and collect the offering. End the collection at the back of the chapel. Remove the white napkin from the bread plate. Bring the offering along with the communion elements (jug and one or two plates) to the communion table. Each assistant should stand at one end of the table. The minister will receive first the communion elements and then the offering plates. One assistant then moves behind the communion table while the other assistant returns to his/her chair.

The assistant behind the communion table places their liturgy sheet on the table and reads the sections labelled "B". When indicated on the liturgy sheet, break the bread (hamburger bun) into four pieces. Both assistants distribute communion, one handing out the bread followed by the other with the grape juice. Start with anyone who brought their own gluten free products. Continue with Fran then Bill Foskett if he is present then the remainder of the congregation. Appropriate words to offer include "Bread to strengthen you" or "Bread for the Journey" and "This is the cup of life" or "This is the cup of blessing". After serving the congregation, come to the front to serve the minister, and receive communion.

While the **Postlude** is being played, both assistants clear the Communion table. The candles are snuffed. The cloth, the antependium, the candles, the chalice, the stone and the communion elements are put back onto the small side table. The lighted Christ candle from the centre table, the communion elements and the 9:15 Leadership Roster book from the side table are placed on the now cleared communion table.

After the service, wash the chalice, the jug and the plate(s). The chalice and the 9:15 Leadership Roster book are returned to the small side table. The jug and the plate(s) are returned to the shelves at the back of the chapel. After coffee hour, extinguish the Christ candle and return it to the small table by the entrance to the main church.