

# Lord's Supper Committee Instructions and Protocol

Revised April 2025

## Preparing a Place for Grace

Serving on the Lord's Supper Committee is one of the most quietly vital ministries in the life of our church. Your presence and preparation support one of the holiest moments of our shared worship: gathering around the Lord's Table. Though few may see your work, all experience its grace. Thank you.

Each time you serve, you are encouraged to begin with a simple prayer of gratitude together. Several are provided here if you'd like to use them. Before handling the elements and service ware, please wash your hands with soap and water. Food-safe gloves and aprons are also available in the kitchen.

## 1. Overview: What the Committee Does

- Prepare and place Communion elements in the sanctuary before the service
- Ensure the space is reverent and ready
- Clean up and store all items after the service
- Maintain communication and supplies
- Coordinate preparation schedule and committee participation across the year

## 2. Scheduling and Roles

- **Annual Dates:** The full schedule of Lord's Supper services (morning and evening) is created by the ministry team and Deacon Chair in January and is available via:
  - The Committee Chair
  - The Deacon Chair
  - The church website's Lord's Supper Committee page
- **Work Schedule:** Committee members sign up for specific service dates at the annual January meeting. The Chair or a designated reminder contact will notify members at least 1 – 2 weeks in advance.
- **Rotation:** Members are encouraged to rotate responsibilities throughout the year. If you are unable to serve as scheduled, please make every effort to find a replacement in advance. This avoids last-minute gaps and eases the Chair's load.

- **Staff Liaison:** Currently the Senior Pastor serves as liaison and provides oversight to this committee. Any changes will be communicated annually.

### 3. Two Modes of Serving Communion

Yates offers the Lord's Supper in two ways:

#### A. Traditional Distribution (The "Old Baptist Way")

- Worshipers remain seated
- Deacons distribute trays of juice and cubes of bread
- Prepare 8 trays with 20 cups each (160 servings)
- Include 20+ cubes of bread per tray

#### B. Intinction (Procession to the Table)

- Worshipers process forward to receive bread and dip in a common cup
- Prepare 1–2 loaves or flatbread, sliced for easy breaking
- Pour juice into a chalice  $\frac{2}{3}$  full

The mode is selected during the planning phase and included in the annual calendar.

### 4. Bread and Juice Guidelines

#### Bread:

- Use a loaf that's easy to cube ( $\frac{1}{2}$  inch) for Traditional services
- For Intinction, slice broadly and thinly like sandwich bread
- **Gluten-Free:** Prepare a small separate plate of crackers. Wash hands before and after handling. To prevent cross-contamination, gluten-free elements should never be placed on or near trays used for regular bread. After serving, discard any unused gluten-free crackers unless clearly packaged and uncontaminated.

#### Juice:

- Use 100% grape juice (Welch's or equivalent)
- Pour juice  $\frac{2}{3}$  full in chalices (Intinction) or fill cups in trays (Traditional) using the provided plunger dispensers

#### Special Occasions:

- Any member may bake bread (highly encouraged!)
- Committee may invite others (e.g., Chrismon Committee) to contribute bread

## 5. Before the Service

### Arrival Time:

Allow about an hour for preparations with a goal of completing setup 30 minutes before morning services and 15 minutes before evening services.

### Supplies Location:

- Trays, cups, patens, and chalices: Church Kitchen
- Communion tablecloth: Garment bag in closet by Pastor's Office entrance

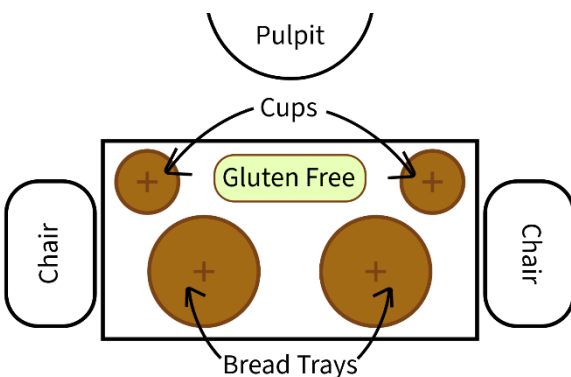
### Communion Prep Supplies (Located in Kitchen):

- 4 – 8 Juice Trays (with cup holders) - as needed for the occasion
- Disposable Cups
- Chalices (stoneware or glass)
- Patens (bread plates)
- Gloves and aprons
- Gluten-Free plate
- Communion Tablecloth

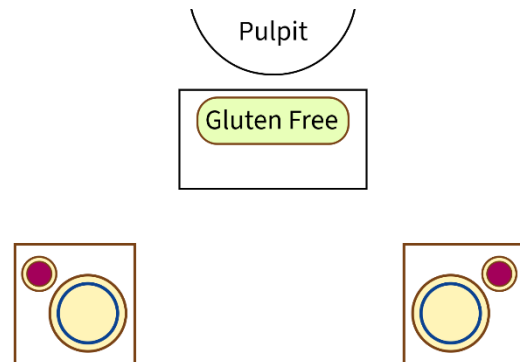


### Sanctuary Setup:

- The rolling carts in the kitchen are available to transport trays to the sanctuary (and can be stored in the breezeway entrance during the service)
- Place elements on the Communion table
- Align chairs on either side of the table using the upholstered chairs from the vestibule



**Table Arrangement for Traditional Communion**



**Table Arrangement for Intinction**

## 6. After the Service

### Clean-Up Steps:

- Use small containers from Communion supply area to collect used cups from pews. The plastic cups are disposable.
- **Trays:** Wipe gently with a damp cloth; dry thoroughly
- **Cup holders:** Only remove if easy—do not force to avoid damage
- **Chalices and patens:** Wash, dry, and return to padded storage
- **Tablecloth:** Launder, fold, and rehang in garment bag
- **Leftovers:** Leftover bread may be taken home or used as a symbolic offering—some enjoy feeding birds as an act of returning grace to creation. Composting is also an option. The bin is located on the exterior stairway landing outside the kitchen.

### Trash/Recycling:

Used plastic cups are disposable. Empty cups and dispose in sanctuary or kitchen trash

## 7. Supplies and Communication

- **Running Low on Cups?** Please tell the Ministry Assistant in the Church Office
- **Gloves:** Kitchen item, not committee responsibility
- **Juice & Bread:** Purchased fresh by a designated committee member (reimbursable). Responsibility decided at the January meeting or by the chairperson as needed.
- **Maintenance:** If you notice any other kitchen or Communion needs, notify the Ministry Assistant in the Church Office

### In case of shortage:

- If cups run out, 80–100 glass cups are available as backup
- If bread runs short (rare), adapt as able; it's okay to break into smaller pieces

## 8. Special Circumstances

- **Weather Cancellations:** Missed Communion services are not typically rescheduled
- **Outdoor Services:** Adjustments are made by the pastor or ministry lead
- **Evening or Holiday Services:** Check with the pastor for quantity and format variations

## 9. Orientation and Ongoing Support

- **Orientation:** Held at the initial January meeting

- **Written Instructions:** This document is kept with Communion supplies and is accessible online at [yateschurch.org/lords-supper-committee](http://yateschurch.org/lords-supper-committee)

## 10. Suggested Prayers for Beginning the Work

*(May be prayed together before preparing the Table)*

### **We Ready What Your Love Will Bless**

We set this table not for show,  
But that your grace, O Christ, may flow.  
In folded cloth and grace-full plates,  
We now prepare your feast of grace.

### **Our Labor Is Communion Too**

We come not seeking praise or fame,  
But lifting up your holy name.  
Each plate we place, each cup we clean,  
Becomes a sign of things unseen.

### **We Make a Space for Grace to Fall**

We sweep, we slice, we sort with care,  
That all may know your welcome there.  
Let hands made ready, hearts made still,  
Be vessels of your perfect will.

### **We Thank You for the Task We Bear**

We thank you, God, for call and chore,  
For moments spent behind the door.  
In humble tasks your love is poured—  
We set the feast that hosts our Lord.

### **We Are the Quiet Hands of Praise**

We labor not for gain but grace,  
That all may find a sacred place.  
Our labor sings what words can't say—  
You meet us in this work today.

*All Lord's Supper Committee Prayers © Christopher Ingram.  
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the congregational practice of worship preparation at Yates  
Baptist Church, Durham, NC.*

Every chair wiped, every cup filled, every piece of bread prepared—it all matters. You are helping create sacred space for our community to remember, receive, and rejoice in the grace of Christ.

If you have questions or ideas for improving our practices, please reach out to the Staff Liaison or Committee Chair. Thank you for your faithful service.