

COMMUNION: PROCEDURE FOR MORNING SERVICE

Offering

All five elders, after taking up the Offering in the usual way, will proceed, without stopping at the Communion Table, to the tables at the screen, at each side of the entrance to the Choir area, and place the plates on these tables, then return to their places in the Nave. The plates remain there until after the conclusion of the Service when, without ceremony, they are removed to the Chapter House

Serving the Elements

Introduction

The Serving of the Elements consists of (1) the Minister serving the other minister and the elders with Bread and Wine; and (2) the elders serving Bread and Wine to the congregation, including the choir.

Using the same notation as for uplifting the offering, the Nave is divided into 4 sections with 4 elders for each section (i.e. 1a, 1b, 1c, 1d and so on), where 'a' is the north aisle, 'b' & 'c' the centre passage and 'd' the south aisle, with the lectern pews being part of section 4. The choir is a separate area.

The elders who will serve the choir will also be in charge of the flagons and should sit in the lectern pews.

Elders should be present in their sections to welcome the members of the congregation as they arrive.

One of the choir members who is also an elder will be responsible for welcoming the choir, but will not be involved in the serving of the elements.

In the Nave the first pew in a section will be indicated by a red cord, the last pew by a blue cord.

Bringing In and Removing the Elements

The elders serving the Elements should attend at the Cathedral at 9.45 am, for any last minute briefing. At about 10am they will take the Elements through the Choir to the Communion Table. They will then go to their sections, to welcome members of the congregation as they arrive.

At the close of the Service, after the congregation has started to disperse, these elders will take the Elements from the Communion Table to the Chapter House.

Moving to the Table

After the Lord's Prayer there will be a short pause to allow elders to move to the Communion Table where they will stand in an open horseshoe formation (with those at the ends facing across the Crossing rather than 'in' to the table or 'out' to the nave) beside the ministers. Elders will gather in reverse order, so those going out first with the elements will take up their positions last - see diagram.

Serving the Bread and Wine round the table

At the appropriate point in the Communion Service the Minister will serve himself/herself with the Bread which will then be shared with the other Minister and the elders - one loaf per side. The Minister will then take Wine which will then be shared in similar fashion - one cup per side.

The elders at the end of each side will return the bread and then the wine to the table.

Serving the bread and wine to the congregation in the Nave

The elders take bread to their section of the congregation, serving from the front of the section to the back. Once they have finished serving, they should stand beside the back row of their section - see the 'waiting areas' marked on the diagram with an 'x'. At a signal (a nod) from the Minister, all return to the Communion Table placing the unused bread on the plates, and standing in their original places.

The elders then take a cup of wine for their section of the congregation, and serve it in the same way as the bread. After serving the wine, elders stand at the waiting areas to await a signal (a nod) from the Minister. They then return, placing the cups back on the table and standing in their original places again.

The Lectern pews will be the responsibility of elders 4c & 4d, one serving from the front of that section and the other from the back before they move to their section of the nave.
The pews in the north aisle will be the responsibility of the relevant 'a' elders.

Serving bread and wine to the Choir and Director of Music (*Trebles are not included*)

The Choir is divided into two areas - north and south, with one elder for each (CN and CS). When the elders gather round the Communion Table, these elders will be at the ends of the horseshoe. This will enable them to go to the choir with the bread at the earliest opportunity.

Unlike elders in the Nave, once the bread has been served to the Choir, the elders should return it to the table - if need be waiting until all the elders have gone out with the bread - and each take a cup of wine to serve to the Choir. Once the wine has been served, the cups should be returned to the table - again with the elders, if need be, waiting for an appropriate moment to do so.

Elders CN and CS will then be responsible for taking the flagons.

Flagons

Elders bearing flagons will be the last to leave the Communion Table. They will lift the flagons and go to their respective aisles.

The elders in the north and south aisles will decide when a cup needs replenishing, bearing in mind that a cup will go along 2 pews before it is returned. If an elder feels that more wine is needed he/she should step back into the aisle, to indicate to the elder with the flagon that more wine is needed. The elders with the flagons should be on the lookout along the whole length of the aisle for this happening. The elders with the flagons will return to the table with the other elders after the wine has been served.

The Peace

Once the elements are returned the elders will return to their places in the pews for the sharing of the Peace. They will remain there until the service ends.

Retiring Collection

2 plates will be placed at each of the South and South West Doors for a retiring collection.

COMMUNION - PROCEDURE FOR AFTERNOON SERVICE

For the afternoon Service in the Choir, the table from the Chapter House should be moved to just beyond the east end of the choir stalls. As the numbers attending vary and can be quite low, the Minister will decide the form that the Communion part of the Service is to take once the congregation has gathered, and instruct the elders serving the Elements. This will include when the Elements are to be brought into the Choir from the Chapter House and returned there.

Elders on Duty

Welcoming 1 at South Door 1 at Crossing/Choir (also to be reserve)

Offering and Serving the Elements 2 elders

Retiring Collection

2 plates will be placed the South Door for a retiring collection.

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