

## ST. THOMAS EV. LUTHERAN CHURCH COMMUNION ASSISTANT GUIDELINES

*Revised November 2018, January 2018,  
October 2013; July 2005; January 1994*

1. We encourage servers to dress appropriately when scheduled (no jeans, etc.).
2. Fifteen minutes before the worship service begins, come to the sacristy for instructions and prayers with the pastor(s) and other servers.
3. During the offering, enter the sacristy via the tower entrance to be ready to assist in the distribution.
4. A designated communion assistant communes the pastors last after the congregation and ushers.
5. After ***The Lord's Prayer***, the assistants come from the sacristy to receive Holy Communion from the pastor (at the rail).
- 5a. For **intinction**, the assistants come from the sacristy into the chancel to receive the intinction sets.
6. Take your stations with the elements in hand:  

The bread is given first with the words: "**The Body of Christ, given for you.**"

As the wine is poured or offered with intinction: "**The Blood of Christ, shed for you.**"

(This includes those with grape juice.)
- 6a. Children who do not receive the sacrament shall receive a blessing. For example, place your hand on their forehead and say, "The Lord Bless you and keep you in the promise of your Baptism" or ""The Lord Bless you" or "Bless you, my child".
- 6b. It is recommended that before placing your hand on the child's forehead, you switch the bread plate to your other hand, and place the hand, which has not been distributing the bread, on the child's forehead.
7. Assistants begin distribution from the center of the rail, working toward the outside.
8. If people stay for an inordinate amount of time, assistants may have to encourage people to leave after they have communed with a spoken word or hand signal.
9. Bread distributors, be ready to direct people to fill in from the center toward the outside. As the wine pourer works toward the outside you go to the center and continue giving bread.
10. The wine pourer takes a chalice and purificator napkin from the altar and begins filling the cups behind the bread distributor, beginning from the center.
  - 10a Intinction: the wine host simply holds the chalice.

11. At the rail: If a communicant does not bring a cup, empty cups for their use are available on the altar.
12. Be aware of persons who, for health reasons, are given grape juice. Pause in front of them and say, "The blood of Christ, shed for you."
13. For intinction, if a communicant begins to put host into their mouth, cover the cup so they cannot dip. Say, "Sorry, please don't dip." Option – A second host can be given to them.
14. A supply of bread and wine are in the host box and flagons respectively on the altar and more in the sacristy if needed.
15. Ushers will commune last, then the pastors.
16. After all have communed, one team of communion assistants will commune those who can't come to the altar.
17. All communion ware will be left on the altar, where Pastor will cover with cloth until the end of the service.

***NOTE: If all sections of the communion rail are in place, the rail knob is right to close; left to open***