

WORSHIP & SACRAMENTS MANUAL

1. **Inclusive Language** –
 - a. We will be guided by the church's Inclusive Language Policy

2. **Worship Furnishings**
 - a. **Large Baptism Font**
 - i. Shall be filled and open on Sundays for people to access easily as they are entering or leaving worship from the North sanctuary doors, as a visual reminder of our baptism.
 - b. **Communion Cup***
 - i. Shall be visible in the chancel area on Sunday mornings as a reminder of the sacrament. Most often it would be on the communion table.
 - c. **Glass Baptism Bowl***
 - i. Is used often for worship as part of the Assurance of Forgiveness, and thus shall be visible in the chancel area on Sunday mornings when needed.
 - d. **Communion Table**
 - i. The table is functional, not symbolic, so can be moved as needed.
 - e. **Lectern and Pulpit**
 - i. Can be moved as needed. Be sure to unplug the mics BEFORE moving.

- *There may be occasions Sundays when the glass baptism bowl and communion cup and plate are not present in the chancel area due to other considerations regarding decorating the chancel for worship.

3. **Liturgists**
 - a. **See Liturgist Guidelines**

4. **Sanctuary Seating** –
 - a. **Pews** – The back set of pews in the main seating area will be roped off on Sunday mornings, unless the ushers feel that attendance is high enough that we need that extra seating on any given Sunday. The Worship Committee will evaluate this on a regular basis.

5. **Dress for Worship Leaders**
 - a. **See Liturgist Guidelines**

6. Communion (For Setup & Clean-up see the end of this document)

- a. We serve communion by having everyone come forward by the center aisle, take a piece of bread and eat it, take a cup and drink it, and put the empty cup in the basket by the outside aisles as they return to their seats.
- b. When the choir is singing, or the bells are in the choir area, they are served first.
- c. The officiants will take communion from the servers when they invite the choir to come (or congregation if there is no choir)
- d. The officiants will remain by the communion table so they can hand the servers refills of bread and juice as needed.
- e. After everyone is served, the officiants take the plates and trays from the servers, and then serve the servers
- f. The Worship Committee member in charge of communion is responsible for setup, recruitment of servers, and clean-up.
- g. Servers – any ordained ruling elder, deacon or minister of Word and Sacrament can help serve communion without special approval of the Session.

7. Paraments & Liturgist/Reader Stoles:

- a. **Paraments** are part of the setting of worship and include the table covering, scarves for the pulpit and lectern, and the Bible bookmark. The colors of the paraments are based on the church calendar (posted in the Worship/Flower Room)
 - i. Advent thru Christmas Eve: Blue
 - ii. Christmastide thru Baptism of the Lord – White
 - iii. Ordinary Time – Green
 - iv. Transfiguration of the Lord (1 Sunday) - White
 - v. Lent – Purple
 - vi. Easter/Eastertide – White
 - vii. Pentecost (1 Sunday) – Red
 - viii. Trinity Sunday (1 Sunday) – White
 - ix. Ordinary Time – Green
 - x. Christ the King (1 Sunday) – White
 - xi. We also have set of paraments just for Communion Sundays that can be used as desired, especially during Ordinary Time or on World Communion Sunday.
- b. **Liturgist Stoles:** There are liturgist stoles in the Worship/Flower room for each of the church seasons. Please put the appropriate stole on the lectern Sunday mornings for the liturgist/reader to wear.

8. Banners:

- a. Sanctuary Front Banners –

- i. will be changed as requested by the pastor to align with the church season or worship series.
 - ii. During ordinary time, if there are no special banner requests, please change the banners every month to keep the front fresh. (Choose among the “ordinary time” banners)
- b. Outside Sanctuary Welcome Banners
 - i. Please change this banner to coincide with the church season. The hanging banner is by the elevator.

9. **Annual Calendar –**

- a. the following are the Seasons and Sundays we regularly plan special worship for
 - i. **Advent – Christmas – Begin planning early fall at the latest**
 - 1. Advent 1
 - 2. Advent 2
 - 3. Advent 3
 - 4. Advent 4
 - 5. Christmas Eve Early Service
 - 6. Christmas Eve Later Service
 - 7. Sunday after Christmas
 - 8. Epiphany Sunday (often when we ordain and install new elders and deacons)
 - ii. **Lent – begin planning 3 months in advance at the latest**
 - 1. Ash Wednesday
 - 2. Lent 1
 - 3. Lent 2
 - 4. Lent 3
 - 5. Lent 4
 - 6. Lent 5
 - 7. Palm Sunday
 - 8. Maundy Thursday
 - 9. Good Friday
 - 10. Easter Sunday
 - iii. **Music Sunday** – Mother’s Day – Music Director plans in consultation with the Pastor
 - iv. **Pentecost** – late May / early June
 - v. **World Communion Sunday** – 1st Sunday in October
- b. Other Sundays that we occasionally plan special worship for or include in our calendar:
 - i. Back to School Sunday – 1st Sunday after Labor Day
 - ii. Fellowship Trip Worship

- iii. Presbyterian Women
- iv. All Saints Day – 1st Sunday in November
- v. Less celebrated Sundays:
 - 1. Christ the King Sunday – Sunday before Advent starts
 - 2. Transfiguration Sunday – Sunday before Lent starts
 - 3. Baptism of the Lord – 1st Sunday after Epiphany
 - 4. Trinity Sunday – Sunday after Pentecost
 - 5. Reformation Sunday – Last Sunday in October
- c. There are many other Sundays with special designations that can be found in the Presbyterian Planning Calendar that we can focus on as desired.

10. Routine motions to Session for December or January if not done in December:

- a. To approve the following worship services:
 - i. **English:** Sundays at 10 am & Livestreamed
 - ii. **Nuer:** Sundays at 12 pm
 - iii. **Ash Wednesday:** (DATE/TIME) & Livestreamed
 - iv. **Maundy Thursday:** (DATE/TIME) & Livestreamed
 - v. **Good Friday if desired?** (DATE/TIME) & Livestreamed
 - vi. **Christmas Eve:** December 24, TIME? & Livestreamed
- b. To approve Communion on the first Sundays of the month, plus Maundy Thursday and the Session retreat
- c. To approve continued the distribution of our weekly worship service to Spectrum TV and posting sermon videos and podcasts online.

COMMUNION SETUP AND CLEAN-UP

Set Up

- Remove candles from Communion table in the Chancel the day of Communion – leave the cross.
- Buy ahead of time:
 - Bread to cut into Communion-sized servings
 - Round loaf for pastor to break during ceremony
 - Juice for the Communion cups and pastor to pour from pitcher into chalice
 - Keep your receipt and you can turn it in for repayment (please take the leftover juice home with you – we do not keep it for the next month)
- Make up 80-100 cups and servings of bread, depending upon expected attendance.
- Bread – use gluten and corn free bread only. Frozen Canyon House GF Whole Grain Heritage Style Bread is what we currently use and buy at HyVee. Cut into small (but not tiny) bite-sized servings – divide into 4 silver trays.
- Juice – use Welch’s Concord Grape Juice only – pour into plastic Communion cups using a small pitcher then put cups into the silver trays – divide into 4 trays so the cups are not too close together.
- Take one serving bread and cup of juice to the following people:
 - Video Tech – take the bread in a cupcake holder and cup to the video room.
 - Organist – put the bread and cup in the Tupperware container on the organ.
 - Soundboard Tech – take the bread in a cupcake holder and cup up to the back balcony and set it on the table.
- Make a tray to take around to those that cannot come up front – use the brown wooden holder with 5 cups of juice and 5 pieces of bread on a little doily.
- Place the trays of bread and juice stacked 2 high on the Communion table (no lids).
- Pour juice in the pitcher and set it next to the empty chalice.
- Please ask the pastor ahead of time if someone is helping with Communion. If not, put the pitcher, chalice and bread on the pastor’s side. If there will be two leading Communion, please ask on which side to put everything. (Sometimes they move the elements themselves.)
- Place the whole loaf of bread on one of the matching pottery plates on the Communion table (try to match the size of the plate).

- For the used cups in the sanctuary:
 - Set out 2 flower stands to the north and south of where the congregation will receive their elements - one is usually found in the south transept and one is usually in the Communion room.
 - Use two tan colored baskets and put two paper towels in the bottom to catch any juice.

Clean Up

- Bring the baskets back to the Communion room along with all items from the Communion table
- Retrieve any cups that might have been served by the rover, although sometimes the individuals dispose of them. Generally, the video, music and sound techs dispose of theirs also.
- Throw away the used Communion cups and paper towels from baskets.
- Pour juice out of the unused Communion cups into the sink then toss them.
- Dump juice from the chalice the pastor used into the sink. Rinse and wipe out.
- Wipe out the pitcher.
- Put away the Communion pitcher, chalice and bread plate in the tub or on the shelves.
- Toss or take home the cut bread and the broken loaf and take home the juice.
- Put the candles back onto the Communion table in the Chancel.