



# Communion Service

*Communion is held on the first Sunday of every month in our morning services as a moment during worship.*

*The following checklist and runsheet helps execute Communion services smoothly and is available as a handout for both staff and volunteers.*

# Hillsong Church Communion

## **Role of Events:**

- Touch base with the communion team leader who oversees Communion prep
- Ensure they have all the equipment & supplies needed - cups, juice, bread
- Ensure Trays are down in the Main Aud by the required time
- Ensure communion leader has briefed team - trays & gray buckets to always start from the front

## **Role of Communion Service Oversight:**

- Manage distribution of Communion in service.
- Brief the team that are preparing the Elements.

## **Arrival Time:**

**Events/NC Team** - 7.15am, 9am, 10.45am

(Team req: 8am, 7- 10ppl /9:45 & 11:30am - 15ppl)

## **Checklist:**

### **50mins prior:**

1. Events person rostered on Communion arrive in 2<sup>nd</sup> Aud Kitchen
2. Ensure all the trays are out and ready
3. All Cups, Biscuits, Juice, Juice Squeezer Bottles, Gloves are out. All supplies in cupboards

### **45min prior:**

1. communion team arrive
2. Place cups into trays, fill cups with juice using the juice squeezers – **no diluting!!**
3. Ensure that all juice drips on trays are wiped up
4. Break up biscuits and put in middle compartment of tray. Ensure that no biscuits drop into the cups of juice - **ALL WEAR GLOVES!!**

### **40mins prior:**

1. communion leader will brief them of the distribution of Communion
2. Ensure everyone allocated a section and aware which direction they pass trays

### **5mins before doors open:**

1. Send all the team down to the Main Aud together and place trays on the table behind the Sound Desk. Please leave through the Garage!

### **After Communion:**

1. All trays brought upto the 2<sup>nd</sup> Aud and prep for next service.
2. Store unused biscuits in airtight containers, throw away used cups & clean used trays
3. Please make garbage is taken downstairs and replace bin with a new liner. All unused juice must be put in refrigeration.

## **Tray Requirements for Each service:**

**8am - 30 trays / 9:30am & 11:30am - 42 trays / 1**

\*\* may adjust as services grow. Please keep an eye on this and we'll adjust numbers as needed.

## Hillsong Church Communion

### Role of Events:

- Touch base with the communion team leader who oversees Communion prep
- Ensure they have all the equipment & supplies needed - cups, juice, bread
- Ensure Trays are down in the Main Aud by the required time
- Ensure communion leader has briefed team - trays & gray buckets to always start from the front

### Role of Communion Service Oversight:

- Manage distribution of Communion in service.
- Brief the team that are preparing the Elements.

### Arrival Time:

**Events/NC Team - 7.15am, 9am, 10.45am**

(Team req: **8am, 7- 10ppl /9:45 & 11:30am - 15ppl**)

### Checklist:

#### **50mins prior:**

1. Events person rostered on Communion arrive in 2<sup>nd</sup> Aud Kitchen
2. Ensure all the trays are out and ready
3. All Cups, Biscuits, Juice, Juice Squeezer Bottles, Gloves are out. All supplies in cupboards

#### **45min prior:**

1. communion team arrive
2. Place cups into trays, fill cups with juice using the juice squeezers – **no diluting!!**
3. Ensure that all juice drips on trays are wiped up
4. Break up biscuits and put in middle compartment of tray. Ensure that no biscuits drop into the cups of juice - ALL WEAR GLOVES!!

#### **40mins prior:**

1. communion leader will brief them of the distribution of Communion
2. Ensure everyone allocated a section and aware which direction they pass trays

#### **5mins before doors open:**

1. Send all the team down to the Main Aud together and place trays on the table behind the Sound Desk. Please leave through the Garage!

#### **After Communion:**

1. All trays brought upto the 2<sup>nd</sup> Aud and prep for next service.
2. Store unused biscuits in airtight containers, throw away used cups & clean used trays
3. Please make garbage is taken downstairs and replace bin with a new liner. All unused juice must be put in refrigeration.

#### **Tray Requirements for Each service:**

**8am - 30 trays / 9:30am & 11:30am - 42 trays / 1**

\*\* may adjust as services grow. Please keep an eye on this and we'll adjust numbers as needed.

## Hillsong Church Communion

### Role of Events:

- Touch base with the communion team leader who oversees Communion prep
- Ensure they have all the equipment & supplies needed - cups, juice, bread
- Ensure Trays are down in the Main Aud by the required time
- Ensure communion leader has briefed team - trays & gray buckets to always start from the front

### Role of Communion Service Oversight:

- Manage distribution of Communion in service.
- Brief the team that are preparing the Elements.

### Arrival Time:

**Events/NC Team - 7.15am, 9am, 10.45am**

(Team req: **8am, 7- 10ppl /9:45 & 11:30am - 15ppl**)

### Checklist:

#### **50mins prior:**

1. Events person rostered on Communion arrive in 2<sup>nd</sup> Aud Kitchen
2. Ensure all the trays are out and ready
3. All Cups, Biscuits, Juice, Juice Squeezer Bottles, Gloves are out. All supplies in cupboards

#### **45min prior:**

1. communion team arrive
2. Place cups into trays, fill cups with juice using the juice squeezers – **no diluting!!**
3. Ensure that all juice drips on trays are wiped up
4. Break up biscuits and put in middle compartment of tray. Ensure that no biscuits drop into the cups of juice - ALL WEAR GLOVES!!

#### **40mins prior:**

1. communion leader will brief them of the distribution of Communion
2. Ensure everyone allocated a section and aware which direction they pass trays

#### **5mins before doors open:**

1. Send all the team down to the Main Aud together and place trays on the table behind the Sound Desk. Please leave through the Garage!

#### **After Communion:**

1. All trays brought upto the 2<sup>nd</sup> Aud and prep for next service.
2. Store unused biscuits in airtight containers, throw away used cups & clean used trays
3. Please make garbage is taken downstairs and replace bin with a new liner. All unused juice must be put in refrigeration.

#### **Tray Requirements for Each service:**

**8am - 30 trays / 9:30am & 11:30am - 42 trays / 1**

\*\* may adjust as services grow. Please keep an eye on this and we'll adjust numbers as needed.

## Hillsong Church Communion

### Role of Events:

- Touch base with the communion team leader who oversees Communion prep
- Ensure they have all the equipment & supplies needed - cups, juice, bread
- Ensure Trays are down in the Main Aud by the required time
- Ensure communion leader has briefed team - trays & gray buckets to always start from the front

### Role of Communion Service Oversight:

- Manage distribution of Communion in service.
- Brief the team that are preparing the Elements.

### Arrival Time:

**Events/NC Team - 7.15am, 9am, 10.45am**

(Team req: **8am, 7- 10ppl /9:45 & 11:30am - 15ppl**)

### Checklist:

#### **50mins prior:**

1. Events person rostered on Communion arrive in 2<sup>nd</sup> Aud Kitchen
2. Ensure all the trays are out and ready
3. All Cups, Biscuits, Juice, Juice Squeezer Bottles, Gloves are out. All supplies in cupboards

#### **45min prior:**

1. communion team arrive
2. Place cups into trays, fill cups with juice using the juice squeezers – **no diluting!!**
3. Ensure that all juice drips on trays are wiped up
4. Break up biscuits and put in middle compartment of tray. Ensure that no biscuits drop into the cups of juice - ALL WEAR GLOVES!!

#### **40mins prior:**

1. communion leader will brief them of the distribution of Communion
2. Ensure everyone allocated a section and aware which direction they pass trays

#### **5mins before doors open:**

1. Send all the team down to the Main Aud together and place trays on the table behind the Sound Desk. Please leave through the Garage!

#### **After Communion:**

1. All trays brought upto the 2<sup>nd</sup> Aud and prep for next service.
2. Store unused biscuits in airtight containers, throw away used cups & clean used trays
3. Please make garbage is taken downstairs and replace bin with a new liner. All unused juice must be put in refrigeration.

#### **Tray Requirements for Each service:**

**8am - 30 trays / 9:30am & 11:30am - 42 trays / 1**

\*\* may adjust as services grow. Please keep an eye on this and we'll adjust numbers as needed.