

DEACON INSTRUCTIONS:

10:30 a.m. service

1. Before the service, make sure you locate a robe which will fit you.
2. Please put on your robe while the offering is being collected. Do this in the sacristy (if you aren't singing with the choir) or in the choir area after the offertory.
3. At services during which the pastor sings with the choir (most Sundays), the deacon should set the altar for communion during the offering. The procedure is as follows (it's very simple and straightforward):
 - i. Remove the veil covering the chalices. Fold and place on the altar to the left.
 - ii. Remove the palls (the stiff linen coverings over the chalices) and place them on the folded veil.
 - iii. Remove the paper napkin covering the bread, and place on top of the palls.
 - iv. Pour wine into each chalice from the flagon. Leave flagon open.
4. After you have vested (put on your robe), please sit with other deacons in the front row on the pulpit side.
5. The assisting minister will come to the altar during "Lamb of God". He/she will be communed by the pastor, and then with the pastor will commune the other deacon(s) and the acolytes.
6. The deacon(s) come forward and kneel at the rail during the 'Lamb of God" with the acolytes (and crucifer and book bearer on festival Sundays) to receive communion.
7. The pastor will distribute bread on both sides. The deacon and assisting minister will distribute wine on one side.
8. We will commune people beginning at the center and moving to the outside. The pastor distributes the bread first to each communicant. When only one acolyte is present, they will stand ready with the pre-poured glasses of grape juice
9. When you distribute the wine or grape juice, say, "**The blood of Christ, shed for you.**" If the person would prefer grape juice, take a pre-filled glass from the acolyte or the altar. When you need to refill the chalice, try to do so after completing a "table" of communicants.
10. If there are people on your side who can't climb the stairs, it is your responsibility to take communion to them. Please watch for such people and alert the pastor if he does not notice them. The ushers will let you or the pastor know of communicants who remain in their pews. These will be communed after everyone in line has communed. Please remember to bring one empty communion glass for each person who will be communed with you. (The pastor should let you know how many are needed.)

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11. Please place the chalice back on altar when finished. Again, sit together in the front row on the pulpit side.
12. Precede the pastor and assisting minister as they recesses at the end of the service. If there is a crucifer and book bearer, please follow them. If there are confirmands, new members, a baptismal party, etc., please let them go in front of you also.