

Lord's Supper Committee Policy

Purpose:

The purpose of the Lord's Supper Committee is to provide elements for the observation of the Lord's Supper.

Policy:

The committee is composed of at least five individuals, elected by the church, for a three year term. The chairperson is appointed annually, and must have served on the committee for a minimum of one year.

Normally the Lord's Supper will be observed once each quarter.

Responsibilities:

1. Maintain all items of equipment required for observance of the Lord's Supper.
2. Maintain a current listing of all expendable items on hand. Periodically order needed supplies through the church office.
3. Insure that all Lord's Supper equipment and supplies such as trays, cups, juice, bread, table, table cloth, etc., are prepared and appropriately placed, not later than thirty minutes prior to the scheduled services.
4. Following the observance of the Lord's Supper, all equipment must be cleaned, dried, and returned to its assigned storage location. Empty cups, leftover juice, and bread must be gathered and disposed of properly.
5. The committee will meet at least once each quarter, to discuss such items as:
 - Individual availability
 - Assignment of responsibilities
 - Schedule changes
 - Specific observance requirements
 - Suggested procedural changes

Special Instructions:

1. Bread, cups, and equipment replacement items will be ordered through the church office, in a timely manner.
2. Juice will be purchased locally. Prior to purchase, coordination must be made through the church office for purchase orders and/or authorized reimbursement.

3. Lord's Supper linens may be sent to a local laundry and cleaners for cleaning or taken home by a committee member to be laundered. Coordinate through the church office for name of laundry to be used and purchase order, etc. The linens are stored at the church in a designated closet.
4. Trays are usually placed on the communion table, in the choir loft and balcony. Elements should be placed at the piano, organ, choir, sound and video booth, media control room, nursery, and any for any other workers when needed. Coordinate with the pastor prior to set up for any changes in this arrangement.
5. To calculate the number of Lord's Supper participants, the remaining filled cups are counted and subtracted from the number prepared. This information will be shared in the church's quarterly report.