

## Communion Schedule Notes March 2011 – February 2012

Enclosed is the Communion schedule for the year. There are four people scheduled for each service. **If the choir is sitting upstairs on a Communion Sunday, please prepare five trays and five plates and find a willing volunteer to help serve.**

At the 9:00 AM service, your duties include setting up the Communion trays, etc., for both services. Please arrive by 8:30 AM to do this. You will serve Communion during the 9 AM service. Afterwards, please bring back the trays and set out the full trays for the next service.

At the 11:00 AM service, your duties include making sure the Communion table is set up and ready for the service. You will serve Communion during the 11 AM service. Afterwards, please clean up the Communion table and all Communion trays, etc., from both services.

**Note: The Elder or Deacon closest to the ministers should serve them first. All other Elders or Deacons should wait until the ministers have been served before serving the congregation.**

The X\* on the schedule indicates the person who serves as Team Leader. He or she should be sure that four people are available to perform the duties for the service to which they are assigned.

If you are unable to serve at your assigned time, it is your responsibility to find a replacement. Once you do, please notify the Team Leader for your service and the church office ([office@fppchurch.org](mailto:office@fppchurch.org)) and indicate this change on the schedule in the narthex. It is located behind the box on the wall next to the front door.

Thank you for your service.