

JOB DESCRIPTION - COMMUNION COORDINATOR

JOB/TASK: *Communion Coordinator*

NUMBER OF PERSONS NEEDED: 1

TIME COMMITMENT/FREQUENCY: *3-5 hours/month*

SUPERVISOR /CONTACT: *Worship Ministry Group Leader*

MINISTRY GROUP RESPONSIBLE: *Worship*

REFERENCES: (people who have done this job and would be willing to answer questions about it)

1. First Sunday of every month: Schedule members to set up communion for two services from October through June, one service during July, August and September.
2. Special services: schedule members to set up communion for all special services – Christmas Eve, Ash Wednesday, Maundy Thursday, Easter Vigil, and Easter.
3. Find and schedule members willing to bake bread for all communion services.
4. Keep instructions for preparers up to date.
5. Train new preparers.
6. Buy supplies for communion services: grape juice, wine and gluten free bread. Buy communion cups as needed (about once a year). Submit receipts to Ministry Group Leader or Church Administrator for reimbursement.
7. Make sure that communion services go smoothly, make changes to procedures as needed.
8. Attend Worship Ministry Group meetings.