

Position Description

Lord's Supper Coordinator

This is my body, which is given for you. Do this in memory of me. Luke 22:19.

The Lord's Supper has been given to the churches by Christ. It is a commemoration of Christ's sacrifice offered once for all. The Lord's Supper involves a recognition that, for Christians, the benefits of Jesus' sacrifice include communion with both God and one another – and in faith Christians partake of the Lord's Supper until one day we see Jesus and sit to eat with Him in his Kingdom. Due to its significance, WEC values holding the Lord's Supper within our church family.

Brief Description

At WEC we partake in the Lord's Supper at the end of each Sermon Series, on Good Friday and at other times as selected by a WEC Pastor. It is held at the conclusion of each of our services on the specified dates. These dates are outlined in the WEC Sunday Service Roster. WEC has two (2) Lords Supper Coordinators; one for each service. The Lords Supper Coordinators are rostered on to each date when the Lords Supper is held. The Coordinator is responsible for organising the items and volunteers required to host the Lord's Supper.

Detailed Description

The Lord's Supper Coordinator completes the following;

1. Arrive at 8.30am (for coordinator responsible for the 9am service) or 10.30am (for coordinator responsible for the 11am service).
2. From the pantry (at the back of the kitchen room), retrieve the;
 - wooden trays and cup holder trays (which hold the plastic 'communion cups')
 - plastic communion cups
 - grape juice
 - communion cup button release filler (used to pour grape juice into plastic communion cups)
 - gluten free crackers
 - small round bowls
 - food nets
3. Place approximately 80–100* plastic communion cups in the holes of the wooden trays.
*dependent on number of adults attending service – you may wish to check approximate number with pastor
5. Fill up the communion cup button release filler with grape juice and fill up the plastic cups.
6. Break up the gluten-free crackers into small (10 cent size) pieces and place in bowls (one bowl for each wooden tray). Cover trays with food nets.

7. Recruit WEC members to help distribute trays giving them clear instructions on the task. Each tray requires one volunteer to distribute the Lord's Supper.

When recruiting give the volunteers the following instructions:

- Come into the kitchen as the sermon is ending.
- Each volunteer will be allocated one section of seating.
- Starting at the front seats of your section, give each person a piece of cracker and a cup of juice. Move from the front to the back along one aisle, then start again at the front on the other side of your section.
- When finished on their allocated block of seating check to see the sound/musicians/pastor/parents room have juice/bread.
- Once you have completed your section, look for areas that have not yet been served and assist those volunteers to complete their section.
- After everyone is served, return tray to kitchen and take juice and bread for yourself and return to seat to participate in Lord's Supper.

8. After the sermon, near the end of the service, assist the volunteers in distributing the juice/bread to the church family.

9. At the end of the service, clean up items used and return all to the pantry. Check there are enough supplies for the next time we host the Lord's Supper. Check with the other Lord's Supper Coordinator and arrange one coordinator to reorder:

- Juice and gluten free crackers: please purchase more from a local supermarket, keeping receipts.
- Communion plastic wine cups: please order from koorong.com.au for delivery (or email admin@WEC.org.au who will complete the order). Note: don't let the supply of these run down as it can take a couple of weeks for a new order to arrive.

After purchase, complete a WEC Reimbursement form (found on our website: WEC.org.au), attach receipts and place in the red tool box.

Expectations

Lord's Supper Coordinators are expected to:

- Regularly attend a Sunday service
- Adhere to WEC Safe Church policy and agree with the WEC Volunteer Code of Conduct
- Understand and adhere to the WEC WH&S procedure for incidents & hazards. If an incident occurs during the Lord's Supper an 'Incident form' needs to be completed and provided to the Director of Ministry. If the coordinator identifies a hazard/near miss during the Lord's Supper a 'Hazard/Near Miss form' needs to be completed and provided to the Director of Ministry
- Take an interest in praying for members of our church family
- In the event of any issues that arise in the course of serving in this ministry, the team member is to bring them to the Director of Magnification

Accountability

Lord's Supper Coordinators are accountable to the Director of Magnification at Wagga Evangelical Church.