

Communion service 3/3/24 (duties info below)

Elder 1 and lead is John Jamieson

Elder 2 Andrew McLeman

Elder 3 Jeanette McLaughlan

Elder 4 Kevin Siach

Elder 5 Ann Haddow

Elder 6 Linda Scott

Set up on Saturday 2/3 is John Jamieson, Ann Haddow and Linda Scott.

Communion Service 2/6/24 (duties info below)

Elder 1 and lead is Jim Hendrie

Elder 2 Yasimine Akyeampong

Elder 3 Ann McWhir

Edler 4 Ian Wallace

Elder 5 Andrew McLeman

Elder 6 Jeanette McLauhclan

Set up on Saturday 1/6 is Jim Hendrie, Andrew McLeman and Jeanette McLauchaln.

As per normal elder's who cannot make a duty must sort out their own replacement and update the lead elder.

Kirk of Calder Communion Service

1. Lead elder to agree which elders and where to collect the offering. prior to service start
2. Elders proceed in before the bible and sit three either side of the front row, 1,3,4 on left facing the communion table, 2,5,6 on the right
3. Bible and minister entry as normal.
4. The minister will lead elders out to vestry to collect the elements after the offering
- 2 The Minister announces the hymn from the back of the church and leads in the elders carrying the elements
- 3 Elder 1 carries in Jug and then moves to sit on left hand side of communion table
- 4 Elder 2 carries in Cup and then moves to sit on right hand side of communion table
- 5 Elder 3 carries in tray with bread roll and then sits on left hand side of front row
- 6 Elder 4 carries in 2 x trays with bread and then sits on left hand side of front row
- 7 Elder 5 carries in two trays of wine and then sits on left hand side of front row
- 8 Elder 6 nothing to carry in and then sits on right hand side of front row
- 9 The Minister gives elder either side of him bread and wine, these elders then give bread and wine to elder sitting in front row, one does the two on the left, the other the two on the right
- 10 Elders 3 and 4 distribute bread to congregation, tray each, elder 3 - organist, transept and window side to door, elder 4 non window side front to back and the window side back to door meeting elder 3
- 11 Elders 5 and 6 distribute wine to congregation, tray each, elder 5 - organist, transept and window side to door, elder 6 non window side front to back and the window side back to door meeting elder 5
- 12 Elements are carried at the end of the service, elders follow minister out going to vestry whilst he goes to the door.
- 13 Team leader & finance team elder do the count. Normal two team elders who usually do the teas, do teas in the hall, Elders 5&6 will clear communion table and glasses clips from the pews. No longer clothes on the pews, only communion table.
- 14 Note, we are now using plastic disposable glasses as existing glass ones are too fragile. So just empty unused ones, put plastic glasses, and unused bread can be disposed of. Wipe out the cup and empty the jug. Pour the 'scrap' wine on a bush in the graveyard.
- 15 Elders 5 & 6 set up the church on the Saturday – cup holders and communion table cloth/cushion. Either Kenneth/Jim H or John J will assist and will open the church.