

Bethany Christian Church

SERVER INSTRUCTIONS

- Unless otherwise noted you will be placed on the serving schedule every other month.
- You will receive a serving schedule approximately 2 weeks prior to the month that you are to serve if you do not have internet access. If you have internet access you can find the schedule at <http://www.bethanycc.churchcms.com> then “Worship” then “Deacons, Ushers & Servers”. This schedule will have a “Leader” designated for the 9:00 AM service and one for the 10:30 AM service with a phone number for each at the top of the sheet. You should notify your “Leader” as soon as possible ahead of time about any Sundays that you will not be at church.
- The offering plates and communion trays will be located on the tables at the back of the sanctuary.
- When you arrive at church on Sunday morning you should immediately find your “Leader” in the atrium and he will give you a “Position” card which tells you where you will be serving in the sanctuary.
- You can take your normal seat with your wife and family at the start of the service. Just before the offering prayer you should get up and move to the back of the sanctuary to the side that you will be serving from and pick up an offering plate. After the offering prayer you will go to your position and start passing the offering plates.
- **PLEASE REMEMBER TO PUT YOUR “POSITION” CARD IN YOUR OFFERING PLATE!!!!**
- After the offering you should stay in the back of the sanctuary and during the communion meditation you should pick up communionware. After the communion prayer you should go to your position and start serving communion.
- When you are finished serving communion you should take your communionware to the cart in the back of the sanctuary and return to your normal seat.
- **THANK YOU FOR BEING PART OF OUR SERVING MINISTRY!!! We are currently using 32 people each Sunday to serve and your help is greatly appreciated!!!**