



FOUNTAINGATE CHRISTIAN ASSEMBLY

COMMUNION PREPARATION/DISPLAYS MINISTRY LEADER SCOPE OF MINISTRY

Purpose: To ensure that the emblems for the Lord's Supper are properly prepared and set out on Communion Sunday along with any other floral displays.

A. TIME REQUIRED: One hour per month (on Communion Sunday) and as required for displays for a minimum of one year.

B. QUALIFICATIONS: One who has a keen ability in artistic design and understands how it enhances the worship of God.

C. SPECIFIC RESPONSIBILITIES:

1. Commune with the Lord.
2. Answer directly to the Board of Directors.
3. To arrange an adequate amount of elements for the Lord's Supper on the first Sunday of every month unless notified differently. Arrival should be such that the trays are in place on the Communion Table at least ½ hour before the service begins.
4. To meet for prayer ½ hour before the service.
5. To ensure that the communion trays are cleaned after every use and returned to the storage area.
6. To ensure that there is an adequate amount of disposable cups, Welch's Grape Juice and unleavened bread.
6. To inform the Senior Pastor well in advance if there is a need to purchase more trays as the church grows. He will bring the matter to the next meeting of the Board of Directors.
7. To be directly involved in the arrangement of any displays of flowers etc (i.e. Thanksgiving & Christmas display) that is used to enhance the atmosphere for worship.
8. To make recommendations and carry out any decisions that deal with artistic design in cooperation with others who have artistic talent.