
Lord's Supper Committee

Scope: Set up for, clean up after, and care for the equipment and linens used in this observance.

Purpose:

To be responsible for preparing the Lord's Supper, cleaning the communion-ware and tablecloths, obtaining needed supplies, and proper storage of goods.

Membership:

Composed of six members nominated by the Nominating Committee and elected by the church for a three-year term which begins in January annually. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

Relationships:

The committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. The Committee Chair serves as a member of the Church Council.

Duties:

1. Purchase elements that are needed. Monitor supplies for freshness and taste.
2. Prepare the Lord's Supper table approximately one hour before service begins.
3. Gather, clean and store communion-ware and tablecloths after each use.
4. Maintain an inventory of communion equipment.
5. Submit an annual budget to the Budget & Finance Committee when requested.
6. Approve appropriate bills for payment.
7. Meet as often as needed to accomplish the committee's purpose.
8. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.