**Guidelines for communion**

**Time**: Keep it as short. No more than 10min all up. Aim for 5min from start to finish of talk. No more than 1 page of written text.

**Focus**: Keep it simply on Jesus

* All about the cross of Christ and our response.
* What is your main point? Remember that communion is not the sermon.
* You do not have to discover a new a different way of looking at communion each week. Sometimes simplicity is best. Communion was designed to be simple reminder of what Jesus has done.
* Stay clear of contentious topics that could distract people from communion rather than focusing then on Jesus. E.g. – Gender roles in church, the role of spiritual gifts in church, evolution, Homosexuality etc.

**Connection**: Help people understand

* Try and explain a little of what is happening and the symbolism in communion so that people in the audience who are not Christians know understand a little of what is going on and can choose to participate or not.
* **Remembrance** what Jesus did, **Reflect** on its significance to you today, **Repent** of anything that is not right between you and God.
* Refer to scripture as necessary - 1 Cor. 11: 23 - 26, Luke 22: 17-26; Matt 26:25-27

**Practical**

* Please don’t pray while elements are going out (but you can be speaking/bringing your talk).
* Maintain as much eye contact as possible and keep the microphone close to your mouth.
* Need to ask 3 helpers to assist distribute the bread and juice.
* Give some instructions on how we will share in the bread and the juice. For example – take the bread in your own time but please hold on to the juice and we will share it together when everyone has received theirs.
* Encourage people who are not Christians not to participate but observe and reflect.

**Guidelines for offering**

* Bring a very short reflection on the importance of giving (1min). Ideally linking it in some way to how our giving helps us achieve what God is calling our church to do (mission statement) and or the importance of having a willing, generous and cheerful spirit in our giving.
* You can do a little reflection while helpers are moving around with the bags.
* You will need to ask 2 people to help in this way. This could be the same people who are doing communion or different.
* Make sure the collection bag are up the front before the services starts. If not ask Mark, Travis or Andrew.
* Feel free to pray for the offering after it is collected (or Andrew or Travis can do this).