

# BIRCHMAN LORD'S SUPPER, SET-UP OPTIONS

## SUNDAY MORNING WORSHIP

TRAY LOCATIONS FOR SPECIFIC AREAS OF THE WORSHIP CENTER	NUMBER OF TRAYS EACH OF BREAD AND JUICE	DEACONS NEEDED FOR EACH AREA
AUDITORIUM (all sections open)	20 (on Lord's Supper Table)	LEADERS: 2--usually Chairman & V. Chairman (Seated at each end of Lord's Supper Table) SERVERS: 20 (seated on front pew)
CHOIR LOFT (full choir)	3 (at top of steps)	2 (assign deacons who are choir members)
ORCHESTRA PIT (full orchestra)	1 (place on organ)	1 (assign a deacon to distribute BEFORE service)
BALCONY (full balcony open + A-V operators)	8 (REQUEST a table behind A-V booth & place there)	8 (assign deacons to sit in the balcony)
ATRIUM, to serve: --people at the info. desk or in atrium --money counters (5) in the Conf. Room >>>	1 (place on Welcome Desk)  (distribute BEFORE service)	1 (assign a deacon, who is not serving elsewhere, to work these areas)

## SUNDAY EVENING WORSHIP

TRAY LOCATIONS FOR SPECIFIC AREAS OF THE WORSHIP CENTER	NUMBER OF TRAYS EACH OF BREAD AND JUICE	DEACONS NEEDED FOR EACH AREA
AUDITORIUM (only the 3 middle sections open)	12 (on Lord's Supper Table)	LEADERS: 2--usually Chairman & V. Chairman (Seated at each end of Lord's Supper Table) SERVERS: 12 (seated on front pew)
CHOIR LOFT (no choir)	0	0
ORCHESTRA PIT (praise band only)	1 (place on organ)	1 (assign a deacon to distribute BEFORE service)
BALCONY (balcony closed; A-V operators only)	1 partial (place in A-V booth)	0 (A-V workers will self-serve)
ATRIUM, to serve: --people at the info. desk or in atrium --money counters (5) in Conf. Room >>>	1 (place on Welcome Desk)  (distribute BEFORE service)	1 (assign a deacon, who is not serving elsewhere, to work these areas)

## CHRISTMAS EVE SILENT-SERVICE

TRAY LOCATIONS FOR SPECIFIC AREAS OF THE WORSHIP CENTER	NUMBER OF TRAYS EACH OF BREAD AND JUICE	DEACONS NEEDED FOR EACH AREA
AUDITORIUM (all floor sections open)	20 (on Lord's Supper Table)	LEADERS: 2--usually Chairman & V. Chairman (Seated at each end of Lord's Supper Table) SERVERS: 20 (seated on front pew)
CHOIR LOFT (no choir)	0	0
ORCHESTRA PIT (partial orchestra only)	1/2 (place on organ)	1 (assign a deacon to distribute BEFORE service)
BALCONY (balcony closed; A-V operators only)	1 partial (place in A-V booth)	0 (A-V workers will self-serve)
ATRIUM --people at the info. desk or in atrium	1 (place on Welcome Desk)	1 (assign a deacon, who is not serving elsewhere, to work these areas)

### NOTES:

- Although it is the responsibility of the church's Lord's Supper Committee to fill and place the trays in the proper places, it is the ultimate responsibility of the deacons to communicate with the church's LS Committee regarding any changes or special needs.
- See "LORD'S SUPPER COMMITTEE DUTIES" (attached) for more info.
- See "LORD'S SUPPER DISTRIBUTION CHART" (attached) for more information on the deacons' routes and numbers of trays ea.
- For an "OPEN" balcony: request (from Robert Jones) a small table and white tablecloth to be placed behind the A-V booth
- Nursery workers are not normally served the Lord's Supper.