

COMMUNION PREPARATION INSTRUCTIONS

Communion will be prepared and cleaned up by serving elders:

- The *lead server* makes sure that preparation was completed and servers are all present.
- The *preparer* carries out the instructions for Sunday services below.
- All servers assist with clean-up after the service.

All preparation takes place in the sacristy, the small room behind the sanctuary. Communion is by *INTINCTION* (dipping of the bread into the wine or juice) for all services unless otherwise instructed.



For the 9:00 service:

1. The gray/blue plate, cups, and baskets used for communion are found in the bottom, right-hand cupboard in the sacristy and on the communion table in the sanctuary. You will find a knife, corkscrew, wine stopper, marker, and spoon in the drawer marked "utensils".
2. Please use the colored napkins corresponding to the liturgical season of the year. You will see a calendar on the outside of the cabinet door telling you which color to use. The napkins are found in the drawer marked "communion linens". You will need four napkins.
3. The bread will be on the counter. Take **one loaf** of bread, cut it **one-quarter through from the bottom of the loaf**, and place it on a plate. Cover it with a napkin.
4. A loaf of sliced, gluten-free bread should be in the door of the bottom freezer in the kitchen. The bread bag will be labeled, "Communion – don't touch". Get one slice, and cut it into nine pieces. Put the pieces in the napkin-lined small basket stored in the bottom, right hand cupboard. This basket can remain on the communion table through all services. (If you can't locate the bread, ask John.)
5. The wine and juice will be on a shelf or the floor in the closet of the sacristy. Fill the pitcher half full of grape juice. Fill a cup with a "W" on the bottom two-thirds full of wine. Select a cup with a "J" on the bottom, but leave it empty.
6. Move the communion table as close as possible to the edge of the steps.
7. If no paraments are on the communion table, get a white tablecloth from those hanging in the closet in the sacristy. Look for one labeled "communion tablecloth". Place the tag/pin in the laundry basket, and it will be replaced after laundering.
8. Place the bread plate at the center/front of the communion table. Place the "W" cup to one side of the plate, also near the front edge of the table. Put the pitcher of juice next to the empty "J" cup on the other side of the plate, but set halfway back on the table. Place the gluten-free bread basket next to the bread plate on the table.
9. Place a folded napkin next to each cup, and another behind the bread plate.
10. Enjoy worship. After the service, follow the clean-up procedure below.

For the 11:00 service:

1. If not already set up, the gray/blue plate, cups, and baskets used for communion are found in the bottom, right hand cupboard in the sacristy and on the communion table in the sanctuary. You will find a knife, corkscrew, wine stopper, marker, and spoon on the counter or in the drawer marked "utensils".
2. Please use the colored napkins corresponding to the liturgical season of the year. You will see a calendar on the outside of the cabinet door telling you which color to use. The napkins are found in the drawer marked "communion linens". You will need six napkins, and you may reuse napkins from earlier services if they are clean.
3. The bread will be on the counter. Use **two loaves** of bread. Place one uncut loaf on the plate. Cut the second loaf **one-quarter through from the bottom**, and place it on top of the loaf already on the plate. Cover the bread with a napkin.
4. Additional wine and juice will be on a shelf or the floor in the closet, or on the counter. Refill the pitcher to half full of grape juice. **Use the spoon to remove any bread crumbs from the wine/juice cups.** Refill two cups with "W" on the bottom to two-thirds full of wine. Fill one "J" cup two-thirds full of juice, but make sure the other "J" cup is empty.
5. Place the bread plate at the center/front of the communion table. Place one "J" and one "W" cup to one side of the plate, also near the front edge of the table, as well as one "W" cup on the other side. Put the pitcher of juice next to the empty "J" cup on this side of the plate, but set halfway back on the table.
6. The pieces of gluten-free bread in the napkin-lined small basket on the communion table should be sufficient for all services. Place this basket next to the plate.
7. Place a folded napkin next to each cup, and another behind the bread plate.
8. Enjoy worship. After the service, follow the clean-up procedure below.

Clean-Up Instructions:

1. After each service, return everything except the tablecloth, if used, and gluten-free bread basket to the sacristy.
2. If the napkins have stains, place them in the hamper marked "Communion Linens".
3. You are welcome to take any partial loaves of bread home with you. After the 11:00 service, take all bread loaves home, or give/throw away.
4. Leftover wine, grape juice, and gluten-free bread should also be thrown away. Empty bottles should be rinsed and placed in the recycling bin in Fellowship Hall.
5. After the 11:00 service, everything is removed from the communion table. The cups, plate, spoon, knife, and pitcher should be washed and dried. Place one cup, the pitcher, and one plate back on the communion table. Place the remaining cups back in the bottom, right hand cupboard. The spoon, corkscrew, and knife go in the top drawer marked "utensils".
6. **After the 11:00 service, all linens should be placed in the hamper on the counter marked "Communion Linens". Please make sure the counter and sink are left clean for the next users.**

**Thank you very much for serving your church in this quiet, behind-the-scenes way.
It is much appreciated by all who worship here!**