

Communion Instructions

The Set-Up and Clean-Up persons are the communion servers. If you are unable to serve as scheduled, please be responsible for your replacement. Remember the server must be an ordained elder.

Set-Up

- 1.) Communion supplies (grape juice, cups, chalice, etc) are in the corner cabinet labeled as Communion Supplies in the kitchen.
- 2.) Wafers and pastor's loaf of bread are kept in the freezer in the kitchen. The wafers are in plastic baggies. For intinction the bread will be loaf bread that has been cubed and Hope Hale will provide.
- 3.) Center the white tablecloth on the table. The tablecloth is in the closet in the sanctuary behind the pulpit.
- 4.) Check to be sure that the paraments have been changed to white. The paraments are in the same closet with the tablecloth.
- 5.) For traditional communion place 5 trays on 2 bases with covers and approximately 125-150 cups filled with grape juice (3/4 full) in positions according to the photograph on the kitchen wall bulletin board. For intinction fill 3 goblets in the cabinet with the juice (2 large goblets and 1 smaller one for the nursery).
- 6.) Fill 5 bread trays and cover each bread tray with a cloth napkin. The cloth napkins are with the communion supplies. Take one small loaf of bread from the freezer and cut almost through with a knife and place on the bread tray and cover with a cloth napkin.
- 7.) The Communion table needs to be set by 10:30 in order to meet with the minister at that time.
- 8.) Refer to the bulletin board in the kitchen on how to set the table in the sanctuary.

Clean-Up

- 1.) When the service is over, throw away all disposable cups that were used.
- 2.) Wash and dry all trays before storing them.
- 3.) Return trays, chalice, linens, grape juice, cup filler and plastic cups to kitchen cabinet.
- 4.) Wrap bread trays in paper towels and chalice in flannel cloths.
- 5.) Check white tablecloth and napkins after the service for stains. (Linen cloth is sent to the cleaners and other cloths are laundered at home.) Contact the Chair of the Worship Committee if cleaning is needed or if you have questions.
- 6.) Switch the paraments back to the original color.

Notes

- 1.) Do not use the leftover juice that has been opened unless Communion is celebrated 2 days in a row or within the same day. On designated shut-in communion Sundays the leftover juice and bread will be used so do not throw away.
- 2.) Do not refreeze bread or wafers. Also do not give Communion bread to the children after worship service as a "snack" as this demeans the elements of Communion and confuses the children on what the sacrament means.
- 3.) Take extra opened juice home or give it away or throw it away.
- 4.) Meet in the front of the sanctuary at 10:30 with the minister for serving instructions.