

# COMMUNION PREPARATION

## Items needed

- ◆ Communion cups/trays – larger size cups MUST be placed in trays with green felt
- ◆ Silver bread plates & doilies\*
- ◆ Linens – 6 total – use 5, 4 cover the bread on communion table & 1 covers the whole loaf placed in the narthex
- ◆ Squeeze bottles
- ◆ Grape juice (2 bottles) \*
- ◆ Bread (8 loaves) \*

\*Doilies and juice supplies should be checked prior to the Sunday of communion. Bread can either be baked or purchased. Loaves must not be sliced. Check with Building Manager about juice.

## PURPOSE:

To prepare communion table and elements for the distribution of communion.

## PREPARATION:

1. Communion is prepared on Sunday morning prior to the worship service. Arrive 1½ hours prior to the worship service and meet in the kitchen.
2. Consult with pastors or communion coordinator for changes in the table setting. Typical table setting is described below.
3. The communion cups are prepared in the kitchen. The silver trays, cups and squeeze bottles to fill the cups are found in the cupboards outside the kitchen.
4. Unless instructed by the pastors or communion coordinator, prepare 14 trays of each element (bread & juice). The green felt rim designates the top communion cup trays, and the outermost ring on these trays is not filled with communion cups. Prior to filling, gently loosen cups from their resting position. The cups are filled ¾ full with the squeeze bottles. Wipe up any spills. Use Q-tips or rolled paper towels to reach between the cups.
5. The trays are set up symmetrically on the communion table, 4 stacks of 2 and 2 stacks of 3 trays. No candles should be on the communion table. If the free standing candlesticks are not in place, contact the custodian.
6. The bread trays, silver covers for the juice trays, doilies, wine goblet and matching bread tray are in the cupboard across the hall from the kitchen. The pitcher used by the communion hosts can be found in the cabinet in Memorial Parlor. The key can be found behind the door in the office (it looks like a skeleton key & hangs on hook #6)
7. The bread loaves are broken in half and placed on the bread trays no later than 9:30 a.m., Sunday morning. These trays are also placed symmetrically and covered by white linens on each side of the table. The pastor's loaf is left whole and covered with a linen and placed (along with the pitcher) in the narthex to be carried by the host family or acolytes during the doxology.

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8. All the elements can be delivered to the sanctuary on a juice cart from the kitchen. Leave the cart outside the northeast door of the sanctuary (the door to the left of the handicapped entrance). You will use the cart for clean up after worship.
9. The crosses on the silver covers **MUST** face the congregation.
10. The open ends of the bread face the middle of the table and are covered with the linens.
11. Goblet is placed on the communion table.

#### CLEAN-UP

1. Bag leftover bread immediately following service. No bread is to be taken and eaten directly from communion table. Some children may try to take bread from the sanctuary, but leftover bread is only available from the kitchen.
2. Pick up all communion cups and place in trays. Sort full cups from used.
3. Place all serving pieces on juice cart and return to kitchen.
4. Full communion cups should be emptied into a juice pitcher & the pitcher put in the refrigerator for the preschool.
5. All cups are run through the dishwasher.
6. Soiled linens need to be taken home, laundered and pressed. Do not dry linens in dryer. Press them immediately after removing from washer for best results.
7. Volunteers can take the bread home. The bread trays, tops and wine goblets are rinsed, wiped off and dried with a clean cloth and restored in their flannel covers and returned to the cupboard. Trays are placed in plastic bags along with the squeeze bottles and stored in the cupboard outside the kitchen.

#### Dishwasher instructions

1. Turn main power switch on the dishwasher. It is located on the backside of the panel box.
2. Make sure drain standpipe is placed inside of drain.
3. Make sure on/off switch on right side of panel box is in OFF position (DOWN).
4. Load communion cups in green trays so that they are upside-down. Place an inner plastic green tray on top of the upside-down glasses to weigh them down. They may be further secured with bread wrappers if desired.
5. Close doors.
6. Pull fill switch toward you and fill machine with water. The fill switch is located on the right side of the panel box next to the on/off switch. Fill machine with water until water level is approximately 1½ inches from top of drain stand pipe.
7. Turn on/off switch ON – machine should start up. Always run machine one cycle empty.

#### Shut Down Procedure:

1. Turn on/off switch OFF.
2. Lift up on drain stand pipe and drain water from machine completely. Drain all water.
3. Turn main power switch off.
4. Open doors and leave open.

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