



## Communion Clean Up

1. Please count only the cups **consumed**, as in 1<sup>st</sup> service and record on the “Count Sheet” located in the Sacristy. Place **completed** count sheet in the staff box at the **Welcome Center**.
2. Please make sure all items are cleared off of the Credence table, and the paten (plate) is cleared off of the little table beside the Credence table.
3. The grape juice bottle should already be in the staff kitchen refrigerator, if not, please place it there. Please return unused gluten-free wafers to the staff kitchen freezer, too.
4. Left-over wine should be poured back into the bottle and juice should be poured into the ground outside or consumed.
5. Place left-over bread back into the bread bags. You may take these with you (for the birds :) or leave them in the Sacristy. *Unused bread does not go in the trash.*
6. Wash **all** cups filled today, using the dishwasher in the main kitchen. The trays for washing communion cups are next to the sink across from the dishwasher. Place cups, upside down, on the trays, cover with metal grids, and send them through.
7. Check trays for spills and fingerprints, wipe them down. Refill all trays with clean glasses and put away.
8. **Wash all other serving vessels (all silver looking items, plus items used in communion prep):** Fill sinks in Sacristy with hot water and add dish soap (under sink in Sacristy) in the wash water. Use heavy towels in the drawers to the left of the sink, against the wall – 2<sup>nd</sup> from top) for drying.
9. If there is an empty wine bottle, please leave it on the counter for recycling.
10. Return the linens to their place. If any are stained, please leave the stained linens in the basket on the counter to be picked up for cleaning and pressing.
11. Please take the towels used for clean-up home with you to be washed and return them the following Sunday.

**Thank you, very much, for your help.**