

Communion Prep

If you want to prepare on Saturday, please make sure that the church is open or that you have code to open door. Ask Monthly Group Co-leaders for the code. It works between 9am and 3pm on Saturdays. If you would like to come in on Sunday morning, please plan to arrive by 7:30 a.m. to prepare.

1. Place 14 trays with 36 cups each, on the counter. Do not put cups in the outer ring of the tray. (6 of the filled trays will be reserved for the 2nd service.)



2. Using the white plastic wine pourers, fill 30 of the 36 cups on each tray with wine. The cups should be filled 2/3 full. The 6 unfilled cups should be at the center of the tray. *If filling cups on Saturday, leave the unfilled cups empty until Sunday.*



3. Fill the silver chalice with wine to ½ full.



4. Fill the 6 cups in the center of each tray with white grape juice. (It is in the refrigerator in the staff kitchen – Please return the juice bottle to fridge when you are finished filling the cups.) See photo with step #2.
5. Set 6 filled trays aside for second service. The remaining 8 trays should be stacked and covered with an empty tray creating 2 stacks of 5 each.

2 stacks of 4 filled trays



2 stacks – 4 filled and 1 empty tray.



6. Remove two loaves of bread – wrapped – from the staff kitchen refrigerator and place on the counter in the Sacristy. (*Bread may be on the Sacristy counter.*)
7. Unwrap and place one (1) loaf of bread on the silver paten (plate), with the second plate underneath. (Leave 2nd loaf wrapped on counter for 2nd service.)



8. Fill the silver pedestal bowl with the gluten-free wafers from the staff freezer. (Leave remaining wafers on counter for 2nd service prep, if needed.)



9. Place all items on the Credence Table, using the diagram posted on the bulletin board in the Sacristy. (The **1st service** items for the table will be: 8 filled and 2 empty trays, 1 chalice of wine, 1 silver pedestal bowl, 2 patens (plates) holding 1 loaf of bread.)



10. The linens for covering the bread and the chalice should be placed over them **after** being set on the table.
11. Set out small table for the gluten free wafers at the center on the floor in front of the chancel. **Do NOT** put the wafers on the little table, the pastors will do this at the appropriate time. Leave wafers on the Credence table.

After First Service

1. **Please keep a count of all cups consumed and record this number on the “Count Sheet”** (in the Sacristy). Please make sure all of the used trays from 1st Service are kept off to the side so they do not get mixed up with the used trays from the 2nd Service to keep the used cup count accurate.
2. There is a carpet sweeper in the Sacristy. Please use it to clean up bread crumbs on the floor of the Sanctuary between services.
3. **SECOND SERVICE ONLY!** Please take 6 cups of grape juice not used from the 1st service, and place on a silver paten (plate). Place the paten with the cups on the little table beside the Credence Table.
4. Set out the communion items on the Credence Table for the next service. Remember the tray count for 2nd service is 2 stacks of 4 – 3 filled and 1 empty tray in each stack.

Thank you, very much, for your help.