

Communion Preparation Instructions

Location of Communion Supplies

Keys for the Flower/Communion Room are hung on the inside of the lectern in the sanctuary (red cover). The key to the Communion Closet is hung on the door frame leading into the Bethany Room (pink border).

Flower and Communion Room

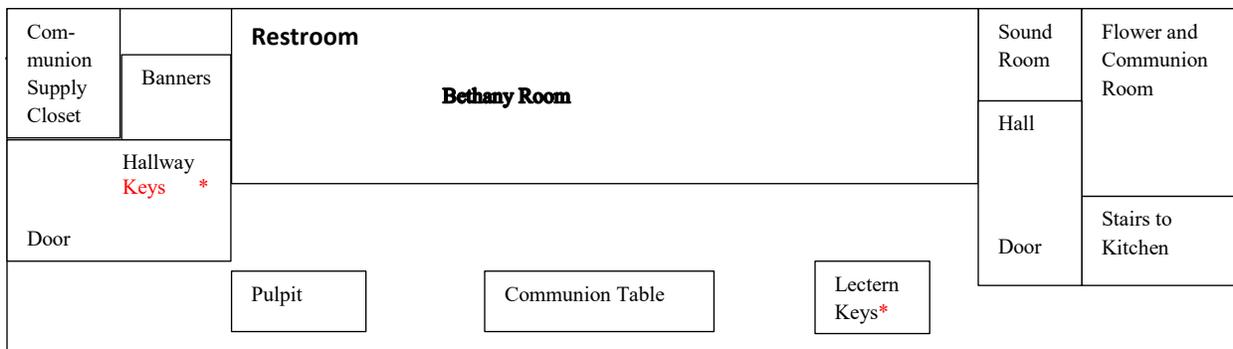
The **served** communion silver trays, silver tankard and challis are in the lower cabinet to the right of the sink. The silver bowls and plastic cups are in the top cupboard to the right of the sink. The **intinction** ceramic plates and bowls, pitcher and challises are in the lower corner cabinet again to the right of the sink.

Communion Supply Closet

Contains unopened bottles of grape juice and wine, extra communion cups and table linens and napkins. **Please let Michelle Gottke if there are only two bottles of either wine or grape juice left after preparing.**

Downstairs Kitchen

Opened bottles of grape juice and wine are in the refrigerator. **Please use the opened bottles of juice or wine before opening new bottles.** We are buying smaller bottles of wine so there will be less wine in the refrigerator.



Advance Purchases

The office is now purchasing for served communion the Challah bread to be broken and for intinction all the Challah loaves (probably three loaves).

The bread is left on the counter in the Flower/Communion Room.

For **served**, you need to purchase sliced sandwich bread (Pepperridge Farm works well) to be cut up for served.

Amount of Bread needed: approximately 250 pieces, 2 loaves

Communion Preparation

Timing

All preparation should be finished a half hour before the service. If you want to come in on a Saturday, check with the church office to see if you may start to set up the communion table (there might be other scheduled activities in the sanctuary) and if you need a key to get into the Church.

Intinction at the 10 am or 11 am Service

- One pitcher
- three blue ceramic challises (2 for serving with the pastors and 1 for seated serving)
- one plate for each loaf of bread to be used
- one bowl for 10 gluten free crackers
- one bowl of 10 small cubes of bread for serving those who do not come forward (cut off the end of a loaf and then cut into about 10 pieces)
- one tan or green ceramic challis (for those needing gluten-free)
- only grape juice is used for this service

Setting the table and what is placed in the narthex:

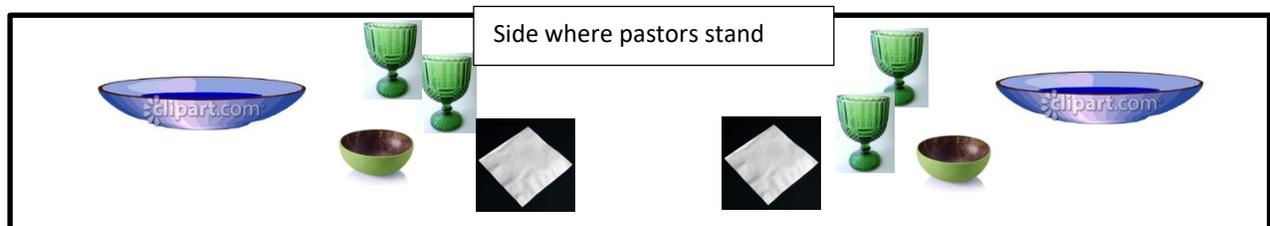
Fill the blue ceramic pitcher a little over half full with grape juice.

Place each loaf of bread on a large blue ceramic plate and cover with a linen napkin. Other napkins used are one napkin for each challis, and one to cover each of the plates of bread for a total of 7 napkins (6 if there are only 2 loaves of bread).

Only use a tablecloth for special services such as Easter and Christmas Eve.

Arrange the communion elements as follows:

1. Place the pitcher and one loaf of bread on the table in the narthex under the needlepoint tapestry to be brought forward during the service. You will be notified if we are not processing the elements. If not processing the elements, place them in the center of the communion table.
2. Place four challises in the center of the communion table with the two ceramic bowls, one filled with gluten-free crackers and one with cut up bread.



Served Communion

- One silver challis (on the communion table)
- One silver plate for the loaf of bread to be broken (on the communion table)
- one silver tankard, filled half full with grape juice
- six silver plates for the cut up bread

- two silver bowls for gluten free crackers
- seven napkins - one napkin to cover the loaf of bread and six napkins to cover the plates of cut up bread.
- 8 wine trays (10 if it is expected to be larger than normal attendance. **On Easter**, use 14 wine trays)
- (If the choir is singing or if a larger attendance is expected, fill 8 silver plates of bread and use 8 napkins)

Filling communion trays

Fill each tray with the outside circle using wine and the two inside circles using grape juice. If any of the children's or youth choirs are singing/ringing, fill the top tray of each stack with grape juice only. Corkscrew and wine stopper are in the drawer with the cutting board.

Use the squirt containers for filling the cups and try to fill them about 2/3rds full.

If pre-filling the trays, please place them in downstairs refrigerator and take them out at least a half hour before the service so there is no condensation on the stacks.

Setting the table and what is placed in the Narthex:

1. Place the filled tankard and loaf of bread, covered with a napkin, on the table in the narthex under the needlepoint tapestry to be processed during the service. You will be notified if we are not bringing the elements forward (processing) and in that case, place them in the center of the communion table.
2. Also, put 2 plastic pitchers on the shelf in the coatroom for the Communion Servers to use to collect the communion cups after the service
3. Place the silver lids on top of the two stacks of trays and place them on the far left and right of the communion table. Check that the crosses on the lids face toward the congregation.
4. The filled bread plates are placed toward the center of the communion table and covered with linen napkins.
5. The chalice is placed in the center of the communion table, leaving room for the tankard and unbroken bread plate. All the bread needs to be covered with linen napkins.



Clean Up

1. At the end of each service, all the preparation items need to be collected, washed and returned to the cabinets. The silver items need to be dried well so they will not have water spots and tarnish.

2. After served communion, fill all the silver communion trays with empty plastic communion cups.
3. Put all the silver back into the cloth bags (so they will not tarnish) and place in the lower cabinet in the Flower and Communion Room. Or, for intinction, put all the ceramic pieces back into the corner cabinet.
4. After the service, the silver chalice and small bread plate in the center of the communion table.
5. Put away all the implements (e.g. plastic pitchers, communion cup squirt fillers, etc.) and take home any linen to be washed and returned to the Church as soon as possible.
6. Store leftover wine in the downstairs kitchen refrigerator and opened grape juice if there is another communion service within a few days. If it is a month before the next communion service, put the opened grape juice in the refrigerator in the small kitchen off St. Andrew's Hall or take home.
7. Lock the linen closet and Flower and Communion Room before leaving.

Extended Communion Preparation

1. The extended communion bags will be on a table in the narthex and a list of the number of places communion is being served.
2. On the Flower/Communion Room counter should be Ziploc bags with little plates in them and small bottles for the grape juice.
3. Slice the loaf of bread (the one that was broken during the service) and put a slice in each Ziploc bag. Fill the bottles and then put one bottle and one bag of bread in each of the extended communion bags in the Narthex.
4. The extra bags for extended communion are stored in the large closet off of St. Andrew's Hall.

Additional Information

Reimbursement - If you wish to be reimbursed for the bread, please give the receipts to Michelle Gottke or leave them in the Worship Committee box in the Volunteer Room. You will find reimbursement forms to fill out on the counter under these mail boxes.

Restocking - Please let Michelle Gottke know if there is less than two bottles of grape juice or wine and if we are getting low on plastic communion cups.

8-28-2016