

## Communion Preparation Instructions

### Before Sunday (or the date of Communion), Server #1 should do the following:

- Please decide between server 1 and 2 who will purchase bread and who will purchase grape juice.
- Buy one (1) small round or oblong unsliced loaf of bread. This loaf is for the communion table
- Buy one (1) loaf of sliced white bread\* which will be cut into cubes for the serving platters.
- One bottle of purple grape juice 32 oz. (Easter and Christmas Eve should be 64 oz.)

\*Optional: You can add other breads to the tray – wheat, rye, flatbread in addition to the white bread plus our gluten free options in the cabinet.

### Served communion is the most common practice in our Church.

**Servers 1&2** should be in Fellowship Hall around 9:30 am on Sunday (one hour prior to worship) to prepare all elements of communion as follows:

- **Communion supplies** are in the “communion cabinet” - upper cabinet adjacent to kitchen refrigerator – drawer below the counter has the cabinet key hanging on a hook inside the drawer, left side.
- **Bread trays:** Use four trays – some servers prefer a paper doily lining and others do not use them – paper doilies are in the middle drawer. The session elder for worship will keep inventory of supplies. For regular Sundays, please place about 20 pieces of bread on each tray along with broken pieces of rice cake or crackers (these are supplied) for those who are gluten intolerant. (For Easter, prepare 4 trays numbering 25 pieces, per tray. Once filled, stack trays and top the stack with the small lid. Using a serrated knife (left-hand drawer next to stove) take the whole loaf of bread and slice through half way, from bottom of loaf, to ease breaking the bread for the pastor. Place on the larger single plate and cover it with a cloth doily (communion linens are in the cabinet on the top shelf in a flat box).
- **Cups:** Sleeves of plastic, throw away, cups are also in the cabinet. Use the plastic squeeze bottle with elongated spout to fill the cups with grape juice. The slot count on the tray rings is 18, 14, 7 and 1 (total of 40). Filling the second and third rings will give more than enough for most Sundays – including extended care. (For Easter, use 4 trays and fill two trays full and the other two fill second and third rings.) When the trays have been stacked, top with large lid.
- **On the communion table**, place whole loaf on plate with cup of grape juice ½ full in center with bread trays and juice trays on either side.

After the church service is over, **servers 3&4** collect the used cups and discard, and wash the trays, pitcher, chalice, etc. There are flannel bags for the trays as well as the pitcher. There are two chalices and they should each be wrapped separately in dish towels. All are put back in cabinet and locked and key goes back in drawer. Please take home soiled doilies, wash and return to the communion cabinet before the next communion.

### For Communion Served by Intinction (3 or 4 servers required)

- One whole loaf of bread and grape juice should be purchased by Server#1 as specified above. Servers 1&2 should arrive 30 minutes before the service and do the following:
- Place the prepared loaf of bread (Sliced from bottom half way) on the bread plate with doily cover.
- Two chalices are required. Fill both chalices with juice about ½ inch from top to make it easy to dip bread.
- Carry elements to the communion table and arrange in the middle of the table. Place chalices on either side of the bread loaf. Have napkins for servers to hold bread.
- After church service is over, servers 3&4 wash chalices, pitcher, bread plate and return all to cabinet. Soiled doilies go home to be washed and returned by next communion.

**Intinction is served in July, August, and Maundy Thursday .**

PLEASE NOTE⇒Each communion please place napkin on organ or piano for accompanist and leave juice and bread.