

PROCEDURES FOR COMMUNION PREPARATION

PREPARATION

May be prepared the day before, stacked, covered with Saran Wrap and stored in the refrigerator in the small kitchen off the sanctuary.

Please DO NOT put the wafers in the cups until the day of communion.

- Communion trays and supplies are stored in the closet in the small kitchen
- Fill five trays and place cups in all rings of the trays (For special services, i.e., Easter & Christmas fill the trays completely or ask the pastor how many are anticipated)
- Fill cups approximately 2/3 full
- Use a paper towel around the neck of the squeeze bottle to prevent drips
- Clean any spilled juice from tray insert
- Place one empty tray under the front pew on each side for the deacons
- Remove the candlesticks from the communion table and place under the table
- Place the Bible under the podium
- Leave the Cross on the table
- The tablecloth for the communion table is kept in the church foyer closet. Use one cloth to cover the table and make sure it does not hang over the front of the table. Do not cover the communion service.
- Place the small loaf of bread on the small silver tray. Small loaves are found in the freezer section of the refrigerator and should be moved from the freezer to the refrigeration on Saturday when fixing communion. It should be covered with a white napkin that is in the communion supply closet.
- Pour a small amount of grape juice in the silver pitcher and place the pitcher and silver cup beside the small silver bread tray.

CLEANUP

- Collect all used communion cups from the pews after the service.
- Discard all leftover juice and wafers from the cups/trays. Also discard or take home any remaining juice in the bottle.
- Remove the cloth from the communion table. If soiled, take home to wash, dry and iron or have dry-cleaned. Please do not return with wrinkles.
- Replace candlesticks, Cross and Bible on the communion table.
- Wipe the trays, inserts, pitcher and cup before storing them.
- Rinse out squeeze bottle and clean all parts.
- Take cups home. Either hand-wash them or place in lingerie bags and wash in dishwasher. Make sure there are no lipstick stains along the rim of the cup.
- Dry completely and thoroughly to avoid mold and mildew. Air dry for 2 days before placing in zip lock bags
- Return to the communion supply closet within a week.

Note: Some people bring a small cooler and place the cups in hot sudsy water to help loosen grape stains until they can get the cups home.