

## COMMUNION INSTRUCTIONS

The Communion Schedule has both Elders and Deacons scheduled to serve. There are different servers for each service and each group has different duties. The servers for the **first service** will be responsible for **set up** for both services. There are two sets of Communion trays for this purpose. The servers for the **second service** will be responsible for **cleanup** from both services.

Communion supplies are located in three places:

1. The Deacons' Office, located off of Fellowship Hall, in a locked room at the end of the short hall at the left side of the stage. (To learn the location of the key, call the church office, Rev. Lent, or one of the Deacons prior to your scheduled Sunday.)
2. The Kitchen
3. Shelves in the Narthex

In the Deacons' Office, there should be tablecloths, the chalice, two sets of communion trays, plates, small plastic cups, Communion wafers (small boxes on shelf), dispenser bottle, and the wine. In the kitchen, Communion utensils (including napkins) should be located in the drawers and/or cabinets next to the door. Grape juice should be in the refrigerator. Bread should be on the counter. In the Narthex, the wooden cup plates are on shelves.

### FIRST SERVICE CREW:

Please arrive 30 minutes early. Bring out Communion trays, 5 large plates, 5 napkins. Place the loaf of bread on one of the plates. Use these items to set the table (see pictures below).

Prepare all ten trays: Fill plastic cups 2/3 full. 60% of the cups should contain grape juice; the remaining 40% should contain wine. Fill pitcher with 1/2 juice and 1/2 water. Please do not leave dispenser bottles until final cleanup: rinse them after use.

After Communion, have the ushers use the cup plates to collect empty cups. After the service carry all Communion supplies to the kitchen. Place a new loaf of bread on the plate. Set out filled Communion trays and plates for the second service.

### SECOND SERVICE CREW:

Please arrive at least 15 minutes early. Make sure that the table is set up and ready for the service.

After Communion, have the ushers collect the empty cups. After the service remove all Communion supplies to the kitchen. Throw away empty cups and dispose of remaining supplies. Put open wine and grape juice in refrigerator. (Note: untouched cups may be emptied back into bottles.)

Wash all Communion utensils with soap and water. Rinse and dry thoroughly as they will probably not be used for another month. Replace trays in flannel bags and return all to the Deacons' office. Be sure that it is locked and replace the key.

