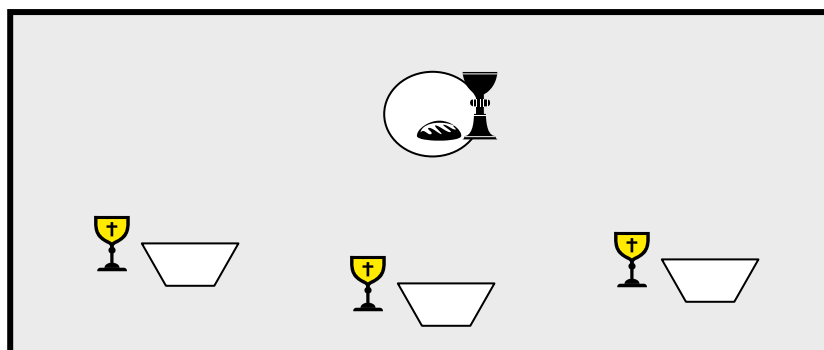


## 8:45 A.M. – INTINCTION

### INSTRUCTIONS FOR COMMUNION PREPARATION AND CLEAN-UP

- I. Items used for communion service –
  - a. One ironed white tablecloth – hanging inside glass-doored cabinet outside sanctuary
  - b. If not done already, change paraments to white, also hanging in hall cabinet (these are the linens hanging from the pulpit and lectern)
  - c. Pottery pieces are in a box near the warming trays on the shelf marked “communion.”
    - i. Four (4) green pottery goblets,
    - ii. One (1) green pottery plate to hold the bread to be broken by the minister,
    - iii. Three (3) baskets with linen napkins to be filled with the sliced bread.
  - d. Grape juice – in kitchen hallway by ice machine (Ask office to order more if you use the last.)
  - e. One (1) small loaf of crusty bread for ministers to break (these should be sliced halfway on the underside to make breaking easier)
  - f. One loaf of gluten free bread to serve the people. (in freezer)
- II. Preparation Team – **Saturday**
  - a. Move from the communion table the brass cross, brass chalice, brass plate and colored paraments from front of sanctuary. Place the cross on the small, square platform above the central flower vase in the chancel.
  - b. The communion table should have a white tablecloth on it and all the paraments (linens on lectern, pulpit) should be white.
  - c. Using the electric knife or a sharp knife, cut the bread into rectangular pieces, 1” wide and slightly more than an inch long. Anything smaller will be difficult to handle and will fall apart in goblets when dipped. Put in baggies to preserve for Sunday.
  - d. Place the two white ministers chairs on the floor to the right of the pulpit and left of the lectern in sanctuary
  - e. Do not pre-fill goblets with grape juice as the juice may leach the green finish.
- III. Communion Day - **Sunday**
  - a. Place on the communion table, the four covered goblets filled with grape juice, the three baskets lined with linen napkins filled with the sliced bread pieces, and the pottery plate with a small loaf of bread (center cut ½ way through for easy breaking). Put about 25 pieces in the small basket to be used by the traveling elder and about 75 pieces in the other two baskets.
  - b. Communion Table Set Up:

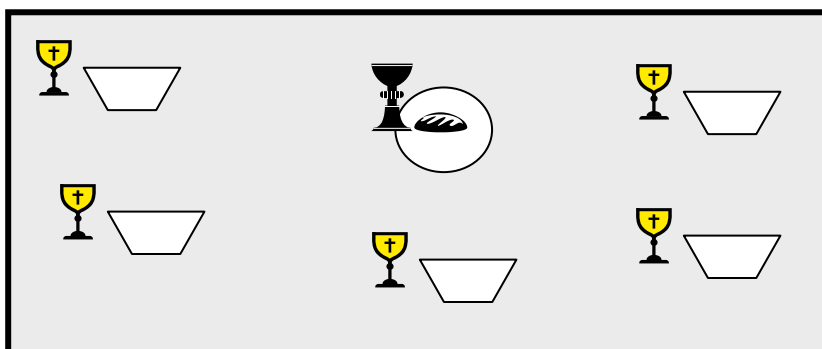


- IV. Clean Up (**Remember Britt class meets next to kitchen**)
  - a. Immediately following the 8:45 am service, remove all service items from table.
  - b. If no intinction for the 11:00 service, wash and dry all communion serving pieces and replace in kitchen cabinets.

## 11:00 A.M. INTINCTION

### INSTRUCTIONS FOR COMMUNION PREPARATION AND CLEAN-UP

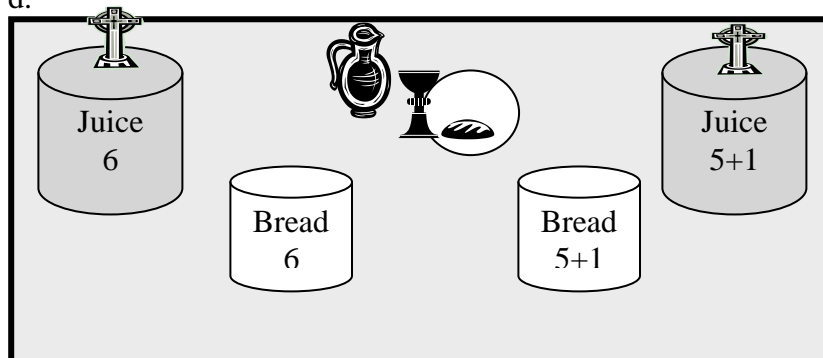
- I. Items used for communion service –
  - a. One ironed white tablecloth – hanging inside glass-doored cabinet outside sanctuary
  - b. If not done already, change paraments to white, also hanging in hall cabinet (these are the linens hanging from the pulpit and lectern)
  - c. Pottery pieces are in a box near the warming trays on the shelf marked “communion.”
    - i. Six (6) green pottery goblets, 1 green pottery plate
    - ii. Five (5) baskets with linen napkins to be filled with the sliced bread.
  - d. Grape juice – in kitchen hallway by ice machine (Ask office to order more if you use the last.)
  - e. One(1) small loaf of crusty bread for ministers to break (these should be sliced halfway on the **underside** to make breaking easier)
  - f. Two (2) loaves of gluten free bread to serve the people. (in freezer)
- II. Preparation Team – **Saturday**
  - a. Move from the communion table the brass cross, brass chalice, brass plate and colored paraments from front of sanctuary. Place the cross on the small, square platform above the central flower vase in the chancel.
  - b. The communion table should have a white tablecloth on it and all the paraments (linens on lectern, pulpit) should be white.
  - c. Using the electric knife or a sharp knife, cut the bread into rectangular pieces, 1/2” wide and slightly more than an inch long. Anything smaller will be difficult to handle and will fall apart in goblets when dipped. Put in baggies to preserve for Sunday.
  - d. Place the two white ministers chairs on the floor to the right of the pulpit and to the left of the lectern in sanctuary
- III. Communion Day – **Sunday (Remember Britt class meets next to kitchen)**
  - a. Place on the communion table, the six goblets filled with grape juice and covered, the six baskets lined with linen napkins filled with the sliced bread pieces, and the pottery plate with a small loaf of bread (center cut for easy breaking). Put about 20 = 25pieces in the 4 small baskets to be used by the traveling and choir elders and about 100 – 125 pieces in the 2 other baskets.
  - b. Place small cup and napkin with bread piece on organ corner for organist.
  - c. Communion Table Set Up:



- IV. Clean Up
  - a. Immediately following the 11:00 am service, remove all service items from table.
  - b. Hang tablecloth back in hall cabinet, unless soiled then ask for washing instructions and return to church clean prior to next communion!
  - c. Replace the correct seasonal paraments on pulpit, lectern, and communion table; place on table the brass cross, brass chalice, and small brass plate.
  - d. Wash and dry all communion serving pieces and replace in kitchen cabinets.

**11:00 A.M. – SERVICE IN THE PEWS**  
**INSTRUCTIONS FOR COMMUNION PREPARATION AND CLEAN-UP**

- I. Items used for communion service –
- a. One ironed white tablecloth – hanging inside glass-doored cabinet outside sanctuary
  - b. If not done already, change paraments to white, also hanging in hall cabinet (these are the linens hanging from the pulpit and lectern)
  - c. Silver pitcher partially filled with grape juice, silver chalice, silver communion cup trays (12), silver communion bread plates (12) in lower kitchen cabinets by warming oven. Do not use plastic wrapped trays.
  - d. Grape juice – in kitchen hallway by ice machine (Ask office to order more if you use the last.)
  - e. One (1) small loaf of crusty bread for ministers to break (these should be sliced halfway on the underside to make breaking easier)
  - f. Two loaves of Gluten-free bread to serve the people. (in freezer)
- II. Preparation Team – **Saturday**
- a. Move from the communion table the brass cross, brass chalice, brass plate and colored paraments from front of sanctuary. Place the cross on the small, square platform above the central flower vase in the chancel.
  - b. Cover communion table with white cloth, preferably the one with “IHS” on the front side (this is like Jesus’ Greek monogram; “Jesus Christ, Son of God”)
  - c. Using the electric knife or a sharp knife, cut the bread with crust on into rectangular pieces, 1/2” wide and an inch long. It is easier to cut when frozen. Anything smaller will be difficult to handle. Put in baggies to preserve for Sunday. Need about 240 pieces unless special service (300).
  - d. Place the two white ministers chairs on the floor in front of the pulpit and lectern in sanctuary
  - e. Do not pre-fill goblets with grape juice as the juice may leach the silver finish.
- III. Communion Day – **Sunday (Remember Britt Class meets next to kitchen)**
- a. Fill disposable cups **2/3** full (**do not overfill** as this makes it hard for the people to hold) with juice from dispensers and place onto trays. Put lids on top cup trays. Stack the trays with the domed lid tray on top. Put the stacks on the bases. (The tray manufacturer asks that we NOT pre-fill communion trays and allow them to set overnight OR to place the trays in the refrigerator. This causes corrosion in the material and is not covered by the manufacturer’s guarantee.)
  - b. Place the silver pitcher filled with enough juice to be poured; the silver chalice, the silver tray with a loaf of bread on it (center cut for easy breaking) on communion table.
  - c. Place a total of twelve (12) cup trays on either side of the communion table – six (6 filled) on lectern side and six (5 filled +1 empty on bottom) on pulpit side; place a total of twelve (12) bread trays on table – six (6 filled) on lectern side and six (5 filled+1 empty) on pulpit side. Table set up:



- IV. Clean Up
- a. Immediately following the 11:00 am service, remove used cups from pews and throw away, including choir loft.
  - b. Hang tablecloth back in hall cabinet, unless soiled then ask for washing instructions and return to church clean prior to next communion!
  - c. Replace the correct seasonal paraments on pulpit, lectern, and communion table; place on table the brass cross, brass chalice, and small brass plate.
  - d. Wash and dry all communion serving pieces and replace in kitchen cabinets.