

Communion Setup 2022

The key to the preparation room is on the side of the bookshelf just inside the door to the AV room.

Elements Prep

Communion requires 2 loaves of Challah (or other appropriate) bread and two bottles of grape juice. There may be juice left over from the previous communion. Check the small refrigerator in the preparation room for an open bottle of juice and use it first if you can determine it is safe to use. Save unopened bottle(s) in the cabinet or in the fridge if it has been opened. **Please write the date on the opened bottle(s).**

The pottery used for communion is kept in the cabinet on the left side over the sink. There is a blue and a red set. Remove a matched set. You may choose to use the chalice already in place on the communion table. If so, be sure to choose the matching pitcher. Fill the pitcher $\frac{1}{2}$ full of juice.

Completely fill three juice trays (bottom cabinet) with disposable juice cups from boxes on the counter. Fill the cups with juice using the needle-nosed squeeze bottle found on the counter. Fill the cups about $\frac{1}{2}$ full since people will be carrying them back to their seat. Cover the trays with the matching lids

Place one loaf of bread (do not score) on the metal platter found in the upper left hand cabinet. Cover it with a napkin found in the middle drawer.

Cube the second loaf of bread using the knife found in the middle drawer and divide it onto three metal plates. The metal plates are in the bottom cabinet next to the juice trays. Cover these plates with napkins found in the middle drawer.

Gluten-Free Elements Prep

Remove 8-10 bagged gluten-free wafers from the top cabinet to the right of the sink. If there are not enough bagged wafers it may be necessary to bag more wafers from supplies in the cabinet. One of our deacons, Julie Ludanyi, will provide cubed gluten-free bread if she is in attendance for communion. If you do not see her in the preparation room then use the gluten-free wafers as previously described. Place the gluten-free elements (wafers or bread cubes) on a metal plate. Cover the bread with a napkin. Place 8-10 filled communion cups on a metal plate.

In the sanctuary, position a flower stand (table) on the floor centered at the chancel steps.

Place the gluten-free wafers (or bread cubes) and the juice cups on this flower stand (table).

Communion Table Setup

Remove the Bible, bread, and Lord Supper Chalice from the communion table. Place Bible and bread underneath the rear of the table. Also remove the chalice if you are not using it for communion.

The following instructions are given from the following perspective. You will approach the table from the sanctuary, the choir loft to your right and children's area to your left.

Place the loaf on the platter in the center of the communion table. Leave the bread covered with the napkin.

Place the pitcher on the right side of the bread platter with the handle facing toward the ministers. Place the empty chalice to the right of the pitcher.
Place two napkins on the communion table behind the bread platter.

Place two plates with the cubed bread on the communion table toward the left front of the table. Leave the bread covered with the napkins.

Place two filled juice trays on the communion table toward the left rear of the table behind the bread trays. Leave the covers on.

Place one of the juice trays and one of the bread plates in the Narthex on the buffet just outside the sanctuary doors. Be sure to cover them with napkins or tray covers.

If church attendance has been trending upwards, you may choose to have an extra juice tray on standby in the Narthex.

When the service is complete, remove all pottery and return it to the preparation room. Wash and dry all of the equipment used and return it to the proper cabinets. Return the Bible, bread, and Lord Supper Chalice to the communion table. Wipe down the counter and return the key to the AV room. Assist the usher in collecting and disposing of the communion cups in the pews.