

## Communion Setup 2023

**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 one loaf of Challah (or other appropriate) bread and one smaller loaf (any type) for the pastor to break and one bottle 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) on the counter 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 ½ full of juice.

Completely fill three juice trays (bottom cabinet) with disposable juice cups from boxes in the cabinet. Fill two additional half trays, leaving the outer ring empty. These half trays should be on the bottom of the stack of juice trays – one is for the floater elder and one is extra in case any of the stations run out. Fill the cups with juice using the needle-nosed squeeze bottle found on the counter. Fill the cups about ½ full since people will be carrying them back to their seat. Cover the stack of trays with a matching lid.

Place the smaller loaf of bread (do not score) on the red or blue plate you have chosen. Cover it with a napkin found in the middle drawer.

Cube the Challah loaf of bread using the knife found in the middle drawer and divide it onto four 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 or with the larger cloth.

### Gluten-Free Elements Prep

Remove 8 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 two bagged gluten-free wafers or bread cubes on each of the four bread plates.

## **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 with the choir loft to your right.*

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

Place the pitcher and empty chalice on the left side of the bread platter with the handle facing left.

Place the four plates with the cubed bread on the communion table toward the left front of the table. Leave the bread covered with the napkins or larger cloth.

Place the stack of 3 filled juice trays and 2 half trays (on bottom of stack) on the communion table toward the right front of the table. Leave the cover on.

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.