

INSTRUCTIONS FOR COMMUNION PREPARATION
(Three Stations: 1 on Altar; Two on Floor)
Revised February 2018

Thank you for preparing communion for the 10:30 am worship service!

Who:

Minimum of 2 people, more is helpful—children are invited to help, too!

Description:

Prepare the bread and wine used in communion for the 10:30 am Sunday worship service.

Remove elements from the table and altar following worship and clean up.

Bring:

- Bread cubes—approximately 200 firm, bite-sized cubes; bread should be white or wheat (without nuts or seeds or spices), and should not have been stored in the freezer (we want to avoid both freezer burn and allergic reactions). You may bring loaves to Grace and prepare them in the kitchen if you wish.
- Additional whole loaf (doesn't have to match, can be smaller) for the “breaking of the bread” during the liturgy (and for extra bread during communion, if needed); please slice partially through the loaf.

Provided at Grace in the Sacristy (enter behind organ in sanctuary):

- Wine (under sink) and white grape juice (refrigerator)
- Allergy-free wafers (upper right cupboard)
- Baskets for bread (lower right cupboard)
- Baskets with handles for allergy-free wafers and small coffee filters for liners in these baskets (upper right cupboard)
- Large pottery chalices for wine and smaller cups for grape juice (upper right cupboard)
- Trays of individual communion glasses, and empty trays for collection (lower left cupboard)
- Linen cloths for lining baskets and covering the meal once it's set up (left drawer)

Directions *(Please check for possible hand-written special instructions on the counter by the sink.)*

Prepare the elements:

- Place a square linen cloth in each of 4 baskets: fill 3 with bread cubes, distributing about equally, and the 4th with the partially-sliced loaf.
- Place 10-15 allergy-free wafers in each of 3 baskets with handles.
- Fill two large chalices with wine, about ½ full.
- Fill two smaller ceramic cups with white grape juice, about ½ full.
- Fill two trays of individual cups: the inner ring of 6 cups in each tray are white grape juice, the rest are wine—use the plastic dispenser for pouring wine into cups.

Place on the free-standing altar to the right of the bookstand:

- 2 baskets of bread cubes & 1 basket with whole loaf partially sliced
- 2 baskets (with handles) of wafers
- 2 pottery chalices with wine
- 2 smaller pottery cups with grape juice

Place on the high altar to the right-hand side of the altar:

- 1 basket of bread cubes
- 1 basket with handles with wafers
- 2 trays of communion cups filled with wine
- 2 empty trays for collecting used communion cups

In each place, cover the elements with a large square cloth, with the corner point hanging down to the front of the altar.

Cleanup: *(Wash cloths, towels, etc. are in the cupboard under the sink)*

- Dispose of unused wine and grape juice (from individual cups, you may pour them back into the wine and grape juice containers; the chalices you may empty in the sink).
- Distribute extra bread to hungry souls or place in plastic bag in refrigerator.
- Wash and dry pottery chalices and communion cups and store (along with the baskets) in cupboard.
- Leave soiled linens and towels in plastic basket on top of counter.

Thank you for participating in this serving ministry at Grace.