

Communion Prep

Preparing:

- Four trays of wine/grape juice*
- Three loaves of gluten-free, nut-free bread
- Two baskets with paper towels for used individual cups
- One cup with a small amount of wine

At the communion table:

- A plate with the three loaves of bread – the pastors will have taken it from the freezer and brought it to the sacristy for thawing
- 2 small cloth napkins/linens folded next to plate
- The chalice/cup with wine
- The trays of wine and grape juice

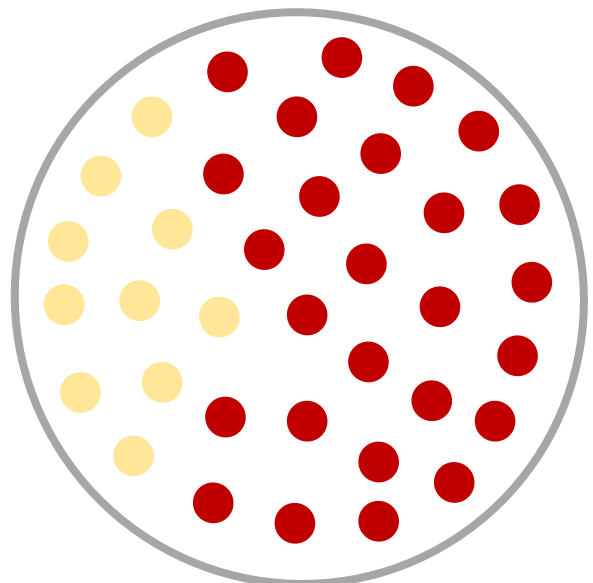
Cover the bread and chalice with a white cloth (no need to cover the wine/grape juice trays).

On two side tables:

- One basket on each table (lined with a paper towel) for collecting the cups – these stations are near the brick columns at the end of the front pews

***Preparing the trays:**

1. Wash and dry your hands.
2. Fill four trays fully with empty glass cups from the dishwasher rack that has been drying since the previous Sunday (on the black prep table).
3. Pour wine (from under the sink) into one fill bottle and pour grape juice (from the small fridge under the prep table) into another fill bottle.
4. In each tray: fill 10 of the cups with grape juice and the rest of the cups with wine, grouping them so it's easy for communers to see which is which (see below).
5. Stack the trays in one column. Cover with the tray lid. Set on communion table.
6. Pour unused liquid from the fill bottles back into their respective bottles. Return the grape juice to the fridge; leave the wine bottle out on the counter for post-worship communion clean up. Rinse the fill bottles well and turn upside-down onto a paper towel, at an angle if possible, for them to dry fully.



Communion Clean Up

- Wash and dry hands.
- Dispose of extra bread, or eat it or give it away (it would be best to bring extra bread to the kitchen, and tossing any leftover bread in the organics bin there, rather than in the sacristy). An unused, full loaf can be returned to a ziplock bag and brought to the fridge freezer in the kitchen.

Cups:

- Empty grape juice cups into the sink (or drink them).
- Pour red wine from remaining cups, as well as the wine from the chalice, back into the wine bottle.
- Used cups and just-emptied cups all go onto the dishwasher rack.
- Bring the rack to the kitchen**. Run these through a load in the dishwasher, setting both the tray with the cups in it and setting another empty tray of any sort over the cup tray (to help them stay in the tray and not bounce out). Do not place any other dishes or silverware on the cup tray – only the communion cups should be in this load.
- When the load is finished, wash hands and then tip cups upside down in the tray so water drains out.
- Bring the rack of clean cups back to the sacristy.** Place it on top of the tray that's there and drape a clean dishcloth over the whole rack. (These will stay there to air dry until the following Sunday.)

***Feel free to use a cart from the kitchen and the elevator to transport the tray with cups to and from the sacristy.*

Additional clean up:

- Wipe down or rinse cup trays; dry with towel. Set on black prep table and cover with lid.
- Wash/rinse wine chalice; dry with a paper towel and put back in the cupboard.
- Wipe down the bread plate and put back in cupboard.
- Fold unsoiled cloths and place in drawer to the left of the sink. Bring soiled cloths to the kitchen and place on the cart by the kitchen door.