

COMMUNION

Communion dishes and supplies are in main kitchen in labeled cabinets. Wine and grape juice are on tray in refrigerator.

PREPARE COMMUNION

1. Arrive 30 minutes before start of service to prepare communion.
2. **Wash your hands.** This step is especially important to health of gluten-free communers.
3. Prepare bread (gluten-free first or you must wash your hands again).
 - a. Place 6 gluten-free wafers in each of two small round dishes. [NOTE: Only one dish needed for 10:30 service.]
 - b. Locate unsliced loaf of bread near Communion supplies cabinets. (If bread isn't there, check Communion Supplies tray in fridge.) If no bread has been provided, find extra bread in the freezer (in maintenance room in Social Hall—push door to room to open, don't try to turn handle) and thaw in microwave. If fresh bread turns up after extra bread has been thawed, use the fresh bread (defrosted bread tends to be quite crumbly) and leave defrosted loaf on counter for Pastor Mark to take to Community Garden compost.
 - c. Cut bread **almost** in half (leave uncut in center), place on plate and cover with embroidered cloth (in drawer below supply cabinets).
 - d. Place bread plate, gluten-free wafer holders and "Gluten Free" signs on each of two clear plastic trays. [NOTE: Only one tray needed for 10:30 service.]
4. Prepare wine. [Please immediately wipe up any spills with a damp cloth.]
 - a. Fill two chalices with wine and cover each with a cloth. [NOTE: Only one chalice needed for 10:30 service.]
 - b. Fill ceramic pitcher with wine and cover with a cloth. This pitcher is used during Communion to refill chalice/s as needed.
 - c. Fill 30 plastic Communion cups with grape juice and place 15 on each tray.
 - d. Fill two baskets with empty Communion cups—pulled apart—and place one basket on each tray. [NOTE: Only one basket needed for 10:30 service.]
 - e. Locate two clear plastic bowls that will hold discarded Communion cups.
5. Prepare Communion table and serving stands in Sanctuary.
 - a. Place covered bread, wine pitcher and chalice/s on Communion table (behind and to right of altar).
 - b. Place four empty Communion cups (for Communion servers and Pastor) on Communion table.
 - c. Verify that hand sanitizer is available for servers on Communion table.
 - d. Place each tray (with gluten-free wafers and signs, empty cups and grape juice) inside serving stand/s at front of center aisle in Sanctuary.
 - e. Place clear bowls on stands on each side of Communion-serving area.

SERVE COMMUNION

1. Immediately following The Lord's Prayer, walk up front to Communion table.
2. Sanitize hands (be sure to rub in completely before handling bread).
3. Pastor will commune all servers first; at first service, one server will commune Pastor.
4. Pastor and one server will stand in the center aisle with bread. [NOTE: At 10:30 service, bread server will stand in front of wine server.]
 - a. Tear off a small piece of bread from center of loaf.
 - b. Place in recipient's hand.
 - c. Say, "**The body of Christ, given for you.**"
 - d. For children too young to commune, place hand on shoulder and say, "Jesus loves you."
5. The two wine servers will stand to the outside of those serving bread. [NOTE: at 10:30 service, wine server will stand behind bread server.]
 - a. To catch drips, hold cloth at lip of chalice from where you will pour.
 - b. Touch chalice to recipient's empty cup (so it doesn't drip) and pour wine.
 - c. Say, "**The blood of Christ, shed for you,**" to those with wine *and* grape juice.
 - d. Use cloth to catch drips and wipe up as necessary.
 - e. If more wine is needed, refill chalice from pitcher on Altar.
6. If directed by Pastor, go out to serve those who can't go up front for Communion.
7. When communion is finished, return bread and chalices to Communion table, cover with cloths, and return to your seat.

CLEAN UP COMMUNION

1. Bring all items from Sanctuary to kitchen.
2. Discard used communion cups. [NOTE: Used Communion cups may go in recycling **if you wash them first**. Otherwise, place in garbage.]
3. Put all soiled cloths in labeled container on counter below Communion supplies cabinets for Altar Guild to launder.
4. Pour unused wine into labeled glass jar in fridge.
5. Discard unused grape juice.
6. Place unused gluten-free wafers in labeled container, making sure to seal it completely.
7. Remaining bread may be left on counter for Pastor to take to Community Garden compost, or you may take it home and use it.
8. Wash, dry, and put away all serving pieces and trays.

Thank you for your service this morning. *Enjoy your day!*