

COMMUNION PREPARATION GUIDELINES FOR 2016

PREPARATION

- Step 1) Chalice and paten – they are kept in the cabinet below the communion trays (in white box). Bread on paten is placed on communion table on west side (nearest annex) and chalice is on north side (nearest choir). The bread for paten will be in the little refrigerator (Rosie or Patty brings up during the week and places there – if for some reason they would happen to forget to bring one up, the bread is in the refrigerator freezer in kitchen downstairs. You can zap it in the microwave for a short time to thaw it out.)
- Step 2) Disposable cups are used. Fill communion cups 3/4 full of juice (**be sure not to overfill**). When placing the trays on the communion table, always place the trays on the very front edge of the table runner as to leave plenty of space in back for the Elders to place the lids. After the service discard any juice left in cups. When cleanup is done please place cups in colander in the sink and let drain. Then throw cups away. Be sure to wipe the gold trays. We now fill the bottom 2 gold trays per stack with empty cups so they are ready for the next week. However we do not fill the top 2 gold trays per stack with cups (leave them empty).
- Reason:** When the 9 a.m. service is over, any unused cups will be used to fill these empty trays first. This will help to keep our waste down.
- Step 3) Bread is stored in cabinets above refrigerator. When the box of bread is opened any new bread that is not used from this box goes in the bigger jar. The smaller jar is for the leftover bread from the trays after services. The bread in the small jar will be used first during the next week's preparation.
- Step 4) Choir – use a silver tray that is used for 9 a.m. service. If there is enough communion left from that service there should already be a tray sitting on the counter in communion room (near window). If they did not have enough left over you will need to fill one of the silver trays. Fill 20 disposable cups. This tray with a lid is then placed on the organ, on the table runner and not visible to the congregation. Don't forget to get this when clean up is done after the service.
- Step 5) Wash and setup the 6 silver trays with empty cups so they are ready for the next week. This can be done after you have prepared and setup the gold trays for the 10:45 AM service.

SUPPLIES

Juice should be in the refrigerator, as well as the bread for the paten. There is extra juice in the cabinet under the communion trays. Any extra juice not needed for trays can be placed in refrigerator in communion room. There is also some bread supplies in the top cabinets above the refrigerator.

When the communion bread or juice is running low please notify Rosie.

Thanks to each and every one of you for your service to the Lord. If you ever have questions or a concern, please contact Cindy Jacobson, Chairperson of the Deaconesses @ 816-809-4433