

## PREPARATION DIRECTIONS

The keys to the church are in Marty's box (where elders and deacons boxes are). Pick the keys up during the week you will be preparing communion, and then please return them when you have finished. The key to the closet for the supplies are in the first drawer on the right when entering the first door into the kitchen (has historically been either the towel or apron drawer). The supply closet with the majority of the supplies is in the middle Sunday school room. From the closet you will need the bread and juice trays, the pitcher, the cup, a plate for the unsliced loaf of bread, and the cross. There is a cupboard in the kitchen labeled "Communion Supplies", which includes the juice cups, the dropper for filling up the juice cups, and doilies to put on the tray of the unsliced loaf of bread.

Earlier in the week, order one loaf of UNSLICED bread from Bueches. Purchase 1 large bottle of grape juice and one loaf of sliced bread sometime before Sunday. Charge these items to the church, and turn the receipt into the office. In the unsliced loaf of bread, make approximately a 1 inch cut into the center of the bread so it's easier for Teresa to rip it in half. Cut the bread into pieces on Saturday, removing the crusts. You don't need to be exact, but there should be approximately 40 pieces per tray. Also, most people fill the juice cups on Saturday as well due to limited time on Sunday. When filling the juice cups, fill them about 2/3 full. Put the items in the refrigerator overnight.

On Sunday, there should be 5 trays of bread and 5 trays of juice, which will serve 200 people. For more largely attended days, such as Christmas Eve, do six trays of each. This includes a tray of bread and a tray of juice for the choir. Leave the UNSLICED loaf of bread with a tray and the pitcher in the narthex for the acolytes to bring into the service.\* The pitcher should be 1/3 full. If need be, add a little water to the pitcher to bring it up to 1/3 full.

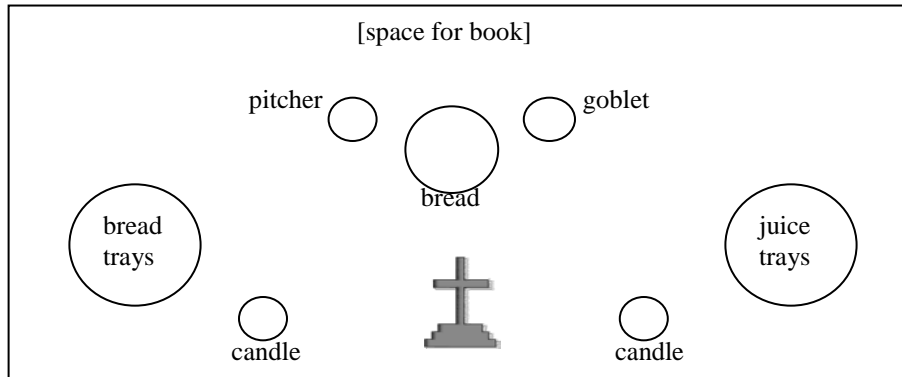
The communion table should also be prepared including the following. Use the pewter candlesticks, which are located behind the wall in the sanctuary. Check the candles for oil. Marilyn Schmoak has agreed to be the primary person responsible for filling them since they can be tricky to fill. If she is available, ask her to fill them. Remove any cloths currently on the communion table. Place the white cloth on the communion table first and then the lace cloth, which should be placed near the front of the table so that it hangs off the front. Place the bread and juice trays on a bit of the lace to ensure that it stays in place. There are some doilies you could also use to indicate where the bread and pitcher go, which are in the cabinet behind the wall in the sanctuary. Hang the other lace cloths from the pulpit and the lectern. See the diagram below for how to place the elements on the communion table. After the service, please clean and put everything away. There are no guidelines for what to do with the leftover Communion elements so it's up to your discretion.

Please take note of the dates when Communion will be done by intinction. If you are preparing Communion for that week, you will need to purchase just one loaf of unsliced bread and one bottle of juice. Two goblets will need to be placed on the table instead of just one.

These directions are also located in the supply closet in the middle Sunday school room and behind the wall in the sanctuary, if needed for reference while preparing Communion.

\*During the summer months of June, July, and August **if** there are no acolytes, all of the elements need to be put down on the Communion table before the start of church.

Communion Table Set-Up  
(viewed as if facing the cross)



- Set the bread trays on the left (facing the cross) and the juice trays on the right.
- Between the pitcher, goblet and bread, there should still be enough room left for the Pastor's book, but the elements also need to be close enough so they can be easily reached.
- The candleholders are near the front of the table so the acolytes can easily light the candles.
- Have the pewter collection plates, which are in the pulpit, available in the narthex for the ushers.

Feel free to call me, Julie Socha, at 605-0306, if you ever need anything or if you are unable to prepare Communion. Marty will continue to send postcard reminders prior to your scheduled month. Thanks for all your help!