

Communion Set Up Procedure

Supplies:

- Communion supplies are in the Sanctuary sacristy (when you enter, make an immediate right to the door next to the window).
 - Our supplies are in the cabinet marked Spirit Alive, and the open refrigerated supplies are in the small refrigerator in the back of the room to the right.
 - Trash cans are stored in front of the office door on the last shelf of the bookcase.
- Take down the communion plate, two chalices, and one small wine goblet from the shelves in the cabinet.

You will need the big tablecloth and 4 veils.

- Tablecloth has a gold cross on it
- The veils are small white cloths with white crosses on it.
- If either of the any of the cloths are dirty, please let someone know. There are clean ones in the box on the cabinet's top shelf, and the cloth in the box is usable.

Get the communion bread from the small refrigerator and place it on the communion plate.

Get the two small bowls in the refrigerator filled with pre-filled communion.

Fill the two chalices just above half full of the alcohol-free wine. The open wine will be in the refrigerator; if none are open, there are unopened bottles on the bottom right. They should be left on the counter until after service. After worship, pour the leftover wine in the small wine goblet back into the bottle.

A box of disposable cups is on the second shelf of the cabinet to the left.

You will use 3 out of the 4 TV Trays.

Trashcans are located on the bookshelf in front of the office door. These will go to each side of the congregation so they can throw away the disposable cups as they head back to their seats.

Table preparation: (please see picture for illustration)

- Place the cloth with the golden cross at an angle in the center of the table. The golden cross should hang centered in front of the table. Please center the cross on the table as best you can.
- Place the two chalices on the tablecloth to the left and cover them with one of the clothes with a white cross on it.
- Place the communion plate in the center of the tablecloth and cover it with the second cloth, which should have a white cross on it.
- Place hand sanitizer to the left of the Communion setup on the table.
- Two paper towels folded in half get placed next to the wine chalices.

The TV Stands

- Two of them go on each side of the altar.
- This is where you will set disposable cups upside down. Get as many as you can on there to try and ensure that there is enough for everyone without running empty. (if we run empty, no worries: someone is always prepared to grab more during the service)
- The third one goes next to the first chair on the left-hand side of the church as you face the altar.
- This is where you will place the two bowls of the pre-filled communion cups.
- Please ensure that the legs of the table do not cause a trip hazard.



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Clean up after service:

- When the church service ends, go to the table and remove the communion plate and chalices.
- Please dispose of the wine in the chalices by pouring it outside on the ground. (Never pour the wine down the drain, as it has been consecrated and should be treated this way. Pouring it outside returns it to nature. This needs to be done away from any entrances into the building)
- If the left-over communion bread is only broken in half – it can go back into the package in the refrigerator. The other pieces of leftover communion bread must be broken into smaller pieces and thrown outside. (away from any exits into the building)
- The left-over disposable cups go back into the box in the cabinet.
- Small two bowls can go back into the refrigerator.
- Wash and dry the chalices and place them back in the cabinet.
- Wash and dry the plate and wine jug and place them back in the cabinet. DO NOT place the stopper back into the wine jug; this will cause the stopper to become unusable.
- If the tablecloths have wine spots, please let Cal know.
- Empty the small trash cans. If needed, please place clean trash bags in them. Then, put them back on the shelf across from the office door.