

Communion Set Up Instructions

Thank you for helping to set up communion. Here are some brief instructions that hopefully will make the task go smoother.

The Communion Ware, wine and bread are in the kitchenette.

You will find the key to the cabinets and refrigerator in drawer closest to the refrigerators.

1. Communion ware is stored in the locked cabinet under the small refrigerator in the corner and the bottom two cabinets to the right of the large refrigerator.
2. Find the trays for empty glasses and place on the reredos (shelf on the wall behind the altar) For a normal Sunday use two empty trays.
3. **WINE** ~ Fill Communion Trays with disposable glasses found in lower cabinet to the right of large refrigerator. There should be a silver cup with a spout to use to pour the wine into individual glasses. It is in the locked cabinet. Wine and grape juice is in the refrigerator. If the bottle has a cork, use the cork screw located in the drawer. Replace the cork with the special vacuum sealer in the drawer. If you need to know how to use it, please see Birgit or one of the monthly leaders.
 - a. Fill two outer rings with wine and the inner ring and middle glass with grape juice.
 - b. On normal Sundays fill three trays. On Festival Sundays fill four trays and watch to see what the attendance is. Each tray holds 40 glasses. If attendance is large, fill another tray.
 - c. If any wine spills on the silver part of the tray, please wipe it up so it doesn't have a chance to dry.
 - d. Place the cover on top of the stacked trays.
 - e. Fill the chalice with a small amount of wine and place a white linen cloth over the top. Cloths are stored in one of the drawers next to the large refrigerator.
4. **BREAD** ~ Cover the platen (silver plate that holds the bread) with a linen cloth.
 - a. Bread is located in the refrigerator. Remove two loaves for a normal Sunday (3 if there is a large attendance).
 - b. If bread is not in the refrigerator check the freezer. For frozen bread, place bread in the microwave and heat in increments of 15 seconds until the bread is not quite fully defrosted. **DO NOT OVER NUKE THE BREAD OR IT TURNS INTO CEMENT!**
 - c. Wrap the bread in the cloth and place the cover of the platen on.
5. Before the service, place on the counter for the ushers.
6. If the bread or wine is running low, please leave a note for Shelley. Extra wine is kept in the room behind the altar in the locked cabinet. The key for that cabinet is on the key ring with the refrigerator key.

After worship, please wash and dry the Communion ware and place back into the locked cabinets. Fold and place linen back in drawer. If soiled or in need of laundering, please leave in Birgit's office.

The wine from the Chalice and the unused wine/grape juice from the glasses should be disposed of outside. Tear remaining bread into pieces and throw outside as well.

Thank you for your service with this important ministry.