

PREPARATION BEFORE THE SERVICE:

1. Get a frozen bread loaf labeled “communion bread” and a small frozen bread bun in the freezer in the lounge kitchen and bring them to the sacristy to thaw a bit. There will probably also be some frozen pre-cut bread cubes from the previous Sunday that you can use up if it is still fresh.
2. You will find the wine in a locked closet in the sacristy and the white grape juice in the small refrigerator in the pastor’s dressing room. The white linen napkins are kept in the top drawer to the left of the sink. The dish towels and cloths and the terry towels needed for cleanup are kept in the drawer below that that.
3. Cut the semi-thawed bread slices into 16 cubes each until you have enough cubes to put about 60 to 80 in each of 2 baskets that have been lined with 2 opened paper napkins. Cover the bread with a white linen napkin and set the baskets on the credence table. In the wine closet, locate 2 small baskets with wire handles and little paper signs that say “gluten free” in them. Put 4 gluten free wafers into each basket and set these on the credence table.
4. Take out 2 flagons, 4 chalices, 2 small plates, and Vaseline container from the wine cupboard. Take out a jug of wine. Take out one bottle of white grape juice from the small refrigerator in the pastors’ dressing room. Apply a slight smear of Vaseline to the inside spout of each flagon and chalice. Fill each flagon $\frac{3}{4}$ full of wine. Fill 2 chalices $\frac{1}{2}$ full with the bottle of white grape juice. Leave 2 chalices empty. Carry all of these items (except for one of the grape juice chalices) into sanctuary and set them on the credence table. If the book stand is on the credence table move it to the altar. Also set out a stack of 3 white linen napkins on the credence table. Put six paper lined baskets on credence table. Put 2 empty communion cups on the altar to the right side of the book stand for the presiding and assisting ministers to use.
5. Find the key to operate the lift hanging on a peg on the bulletin board to the right of the sink. Move the 2 wooden carts of communion cup trays from under the credence table and onto the lift. Transport them down to the nave to the communion stations. Take out 2 trays of cups from each cart and place them on top of the carts. Place a white linen napkin over these tray stacks. There might be one folded and placed in the bottom of each cup cart, so use those if they are clean, otherwise find fresh ones in sacristy.

6. Put a stand for 2 hand sanitizer bottles and a stand for the offering plate accessible to the communicants as they approach the communion area and before they pick up their cups.
7. The musicians, communion servers, and healing prayer ministers will take communion before the congregation does. Place 10 clean cups into a paper lined basket and leave that back in the sacristy. Altar guild person carries this basket down to the altar area at the start of communion and allows all of the above named people to take cups from the basket. After all have received bread and wine, the altar guild person then walks past the row of people to collect their used cups in that same basket.
8. Cover one of the chalices of grape juice with a linen napkin. Put the thawed bun onto a ceramic plate and cover with a linen napkin. Carry both of these items back to the ushers in the narthex before the service starts.
9. Light the eternal flame candle and one candle on each of the votive candle tables. Replace any votive candles that are too burned down to light. Remove any wood lighting sticks that are too stubby and make sure there are some functionally long sticks poked into the sand containers. Light the candles next to the altar about 10 minutes before service starts. However, if there are acolytes on duty, they will take the altar candles back to the narthex where they will be lit by an usher so that the acolytes can carry them during the procession. The acolytes may need help with finding an appropriate size robe and tying the waist cord. Please provide this assistance for them.
10. Make sure the altar surface, communion rails are clean. Make sure the kneeling cushions are clean and in the correct position.
11. Look at the list of communion servers on the sacristy door and make sure these people are actually at the service. If not, find a spontaneous substitute. Go back to the sacristy during the Offertory. Wash hands. Ask the servers to wear a mask while serving communion and altar guild person should be wearing mask too. Ask the servers in the sacristy after hand washing to choose and announce which side of the communion rail they want to serve (pulpit side or baptismal font side?) and if they want to serve wine or grape juice. It's best that they decide these things ahead of

time. If they are new to the job of serving communion they may ask what they should say while pouring wine or grape juice into the cup. Tell them, "The blood of Christ shed for you". After the Lord's Prayer, it's time to summon them down behind the altar. Review #7 above. You should carry 2 baskets with you and after collecting the used cups from servers pass that basket to one of the acolytes and pass the other empty basket to the other acolyte.

DURING COMMUNION

1. Bring the other cup baskets down to altar.
2. Refill the servers' chalices with wine as needed. Grape juice refills shouldn't be necessary.
3. Take the baskets of used cups from the acolytes when they are getting full and give them a fresh basket. Carry the used cup baskets back to the sacristy counter or to credence table temporarily.
4. When communion is over, remove the chalices, flagons, bread baskets and bun plate from the altar and place them on the credence table. Baskets of used cups go to the sacristy.

AFTER THE SERVICE IS OVER

1. Set out towels and dishcloths for communion clean up people to use.
2. Remember: hot water with Dawn to wash cups and warm water with 1½ Tablespoons bleach for rinsing. All communion ware is washed in hot soapy water, left in the bleach water for about a minute, and then placed upside down on a terry towel. The outside area of the cups and vessels are dried with a dish towel. To promote sanitization, the rims and inside areas are left to air dry. Remind the clean-up workers if needed.
3. Pour unused wine back into bottle and unused grape juice down the drain.
4. Place unused bread cubes into freezer bags and return them to the lounge freezer if they are still fresh. Return the gluten free wafers to the labeled plastic storage container in wine cupboard.
5. Extinguish all candles.
6. Provide support to clean-up volunteers as needed.

7. Take used white linen cloths, dishcloths, and towels home to launder, fold and/or iron before returning them to sacristy.
8. Clean the Plexiglas on the altar with a dishcloth. Check for any wine or juice spills on the floor and wipe up with wet paper towels.