

## PROCEDURE FOR PREPARING COMMUNION (INTINCTION METHOD)

### **ADVANCE PREPARATION (FRIDAY & SATURDAY):**

1. Get keys from the office (see *Keys* below) and (if desired) ask office to set up communion board on communion table.
2. Purchase the elements:
  - small bottle of white grape juice
  - package of 6 large pita breads
  - two loaves of bread for communion table

*Note:* For Sundays when there is only one service, supply one loaf of bread.

You do not need to buy wine unless specifically instructed by the pastor. (see below)

3. Allow an hour to set up. You may prepare on Saturday, unless a wedding or meeting is scheduled. Be sure to check with the church office. If you set up on Sunday, be certain to start no later than 7:30 for a 9:00 a.m. service.

**ELEMENTS:** *Grape Juice:* white, house brands are fine

*Wine (if needed):* Gallo or Masson red table wine is fine. If the pastor specifies wine for the service, check to see if there is an open jug in the communion cabinet.

*Bread loaves:* Any unsliced loaf; challah from Giant works well. We use pitas for dipping because they don't crumble in the wine/juice.

*Rice crackers*

*Chalice (silver):* The silver chalice is on the communion table or in the pulpit.

*Communion ware & supplies (in cabinets located to the right of the Fellowship Hall kitchen doors):*

Pitcher                      bread trays                      plastic food bags  
2 chalices for intinction

*Keys:* The keys (to the Sanctuary and the Fellowship Hall communion cabinets) are kept in the Worship Committee mailbox in the church office workroom.

*Table Board and Cloths:* The communion board is in the closet to the left of the doors between the FH and the Narthex (foyer). The tablecloth and flannel underpad are in the closet behind the left-hand toilet.

**TABLE SET UP:** The communion table is usually at the front of the Sanctuary. For any change in this format, the Worship Committee will instruct you. Please set up the communion board (or ask the church office to have the sexton do this for you ahead of time), then center the rubberized flannel cloth on the table and the tablecloth on top.

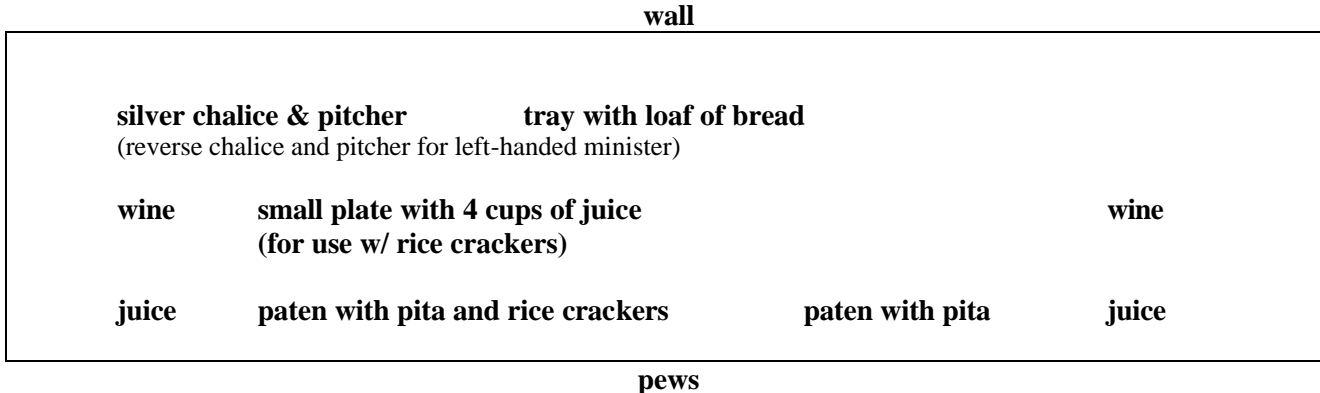
**RESERVED PEWS FOR ELDERS:** Get a white cord from the cabinet in the ushers' corner and reserve the front pew on the baptismal font side (not the pulpit side) of the center aisle.

**BREAD AND WINE:**

Open up three to four of the pitas so that you have six or eight flat rounds of bread (*i.e.*, eliminate the pita pocket. Cut these rounds into triangles of suitable size for dipping into the chalices. You should be able to get about 50 triangles from each of the flat rounds. If you are doing this before Sunday morning, place the triangles in plastic food bags and tie closed. (Note: You can prepare the bread at home and bring it with you to set up. Bread triangles can be frozen in plastic bags for several days. They will defrost in 1-2 hours.)

Please pour about 1 cup of grape juice (or wine if we are using it) into the pitcher. (can be done Saturday)

Arrange the table as shown below:



**ON SUNDAY MORNING:**

- Remove loaf of bread on the table from its plastic bag.
- Pour juice/wine into the intinction chalices, not to the brim, but enough so that someone dipping the bread does not have to extend fingers way down into the cup.
- Divide about half the bread triangles between one round bread tray & the bread tray that goes with one of the chalices.
- Place rice crackers to the left of pita.
- Make a small plate of four communion cups containing grape juice (for people using the rice crackers).
- Tie ribbon around the chalices containing wine.
- Place these trays and the two chalices on one of the tables set up for the coffee hour. Lay the plastic bags or napkins on top of them so people will not mistake them for snacks (!).

**AFTER THE FIRST SERVICE: *Note: You must allow time to complete this task.***

- Reposition and replace all elements (including wine in pitcher) in preparation for the next service.
- Replace cord reserving the front pew.

**CLEAN UP:**

- The communion ware should be washed, dried, wiped clean of fingerprints and stored in the flannel bags as you found them. You may want to bring several dishtowels of your own for this purpose.
- If any of the supplies are low, please notify someone from the Worship Committee or Faye in the Church Office.
- Please check the tablecloth. If soiled, it should be laundered. Otherwise, please return it to the closet (along with the underpad) as excessive laundering will shorten its life.
- Please be sure everything (except the silver chalice) is returned to the locked cabinet in the Fellowship Hall. Put the chalice in the pulpit.
- Please return keys to Worship Committee mailbox in the workroom.

**Thank you for preparing communion!**