

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 two white cords from the cabinet in the ushers' corner and reserve the front pew on either side of the center aisle.

BREAD AND WINE:

Fill six wine trays for each service. For 9:00 a.m. and the 10:00 summer service, **one additional tray** should be filled and placed on the corner shelf in the balcony (where the wooden offering plates kept. Fill the trays with disposable cups. Use the siphon to fill the inner rings with wine and the outer ring with grape juice.

Please pour about 1 cup of wine into the pitcher.

The loaf of bread should be scored three times (on the underside so it may be easily broken into pieces) and placed on an oval tray. Place the bread in a plastic bag so it will stay fresh. Please remember to remove it from the plastic bag on Sunday morning!

TABLE ARRANGEMENT:

Congregation Side

3 Wine Trays	Bread	3 Wine Trays
	Chalice (reverse chalice and pitcher for left-handed minister)	Pitcher
3 Bread Plates		3 Bread Plates

The extra wine tray should be placed on the shelf in the balcony where the collection plates are.

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

- Reposition and replace all elements in preparation for the next service. (If attendance seems high, you may wish to refill the 7th tray too.)
- Replace cords reserving two front pews

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.
- Please check the tablecloth. If soiled, it should be laundered. Otherwise, please return it to the closet as excessive laundering will shorten its life.
- Please be sure everything else (except the chalice – replace it on the communion table) is returned to the locked cabinet in the Fellowship Hall.
- Please return keys to Worship Committee mailbox in the workroom.

Thank you for preparing communion!

revised 3/06