

9:00 and 10:30 Service

Celebration Hall Communion Procedure

(Please read the guidelines for further details)

1. 2 loaves of bread cut in halves on patens
2. 1 metal plate with metal cover of gluten-free wafers
(approx. 12 wafers)
3. 8 trays of grape juice (stacked and covered)
4. 1 pottery chalice with small amount of grape juice
5. 4 white linen cloths for servers holding bread
6. 5 empty baskets
7. Place one bread plate and chalice covered with cloths on
altar.
8. Place other bread plate, gluten-free plate , juice trays,
baskets, and cloths on Credence table (table to the right of
Higher Ground)

Guidelines for Communion Preparation

9:00 and 10:30 Celebration Hall Services

Allow 20 min. for preparation before the service. The communion supplies are located in the kitchen of Celebration Hall in the cupboard to the left of the sink near the coffee makers. The pastors may indicate whether additional trays of juice are needed.

Please wash your hands prior to beginning the set-up. If possible, have set up complete prior to congregation arrival, but okay to complete even if people are already seated.

Prior to the Service:

1. A metal plate of gluten-free wafers with a fitted metal cover with cross on top should be in the communion cupboard.

PLEASE NOTE THE DIFFERENCE between the gluten-free wafers and regular wafers. Regular wafers are perfectly round and white or wheat colored. Gluten-free wafers are a round shape, but are imperfectly cut and shaped, and more of a yellowish color. They also tend to be larger than regular wafers. DO NOT PUT GLUTEN-FREE AND REGULAR WAFERS ON THE SAME PATEN OR IN THE SAME CONTAINER.

Do not touch the gluten-free wafers if you have handled the bread or the wheat-based wafers unless you first wash your hands. Only a dozen wafers are needed on the plate, but if more are needed, there are extra wafers in a triangular shaped box in the cupboard.

2. Two loaves of bread should be on the counter and are usually sufficient, unless otherwise indicated by a pastor. There may be extra loaves of bread in the large metal freezer of kitchen. If using a frozen loaf, defrost in microwave at other end of kitchen for 2 minutes on "defrost". Cut the loaf in two halves and place on the metal or ceramic plates (patens). A knife should be in that same cupboard, or can be found in the far drawers of the long cupboard. Place the 2 halves together on the pottery plates and cover with linen cloths. The cloths are in a shoe box type container in the cupboard. If no bread is out, check with the pastor about the use of wafers.

1. For juice prep., check the refrigerator in the kitchen for already filled trays and open juice bottles. Full juice bottles are in cupboard under the Bunn coffee makers. Disposable plastic cups are found in a box in the cupboard. A ceramic chalice and two funnel shaped juice dispensers are also there. Pour a small amount of juice into a chalice and cover with a linen cloth.

Eight trays of glasses should be filled prior to the service, unless otherwise specified by a pastor. Fill the trays with the plastic disposable cups, then fill the cups using the funnel shaped dispenser, by depressing the red button on top, and releasing the button when the glass is 2/3 full. Stack trays and cover with metal cover with cross on top. Because of varying attendance, certain Sundays of the year may require more or less juice preparation. Check with a pastor if there is a question.

2. Place 1 bread paten and the chalice (covered with cloths) on the right side of the altar.
3. On the Credence Table, place 5 empty baskets, 1 cloth covered bread paten, the covered juice trays, covered gluten-free paten, and 4 linen cloths.

Between the Services

1. Dispose of the empty plastic cups in wastebasket. Eight trays of filled cups will be needed for the 10:30 service. The 8 trays will serve approx. 320 people. If more trays are needed as communion progresses, retrieve an empty tray from the credence table during the distribution, fill it in the kitchen, and return it to the table.
2. Leftover bread from the previous service may be left on the counter and replaced with 2 loaves of bread, each sliced in half, placed on patens and covered with cloths.
3. Arrange the altar and Credence table as noted in steps 4 and 5 above.

Following the Service

1. Remove all items from the Credence table and return them to the kitchen. Unused cups of juice may be consolidated in trays, covered, and may be placed in the refrigerator for Wed. service use. Unused bread may be taken home or left on the counter. Return the covered gluten-free wafer paten to the cupboard.
2. Wash, rinse and dry all vessels and filling containers and return to their places in the cupboard. Dispose of the used communion cups in the wastebasket.
3. Linens (if stained) and towels should be left on the counter. Wipe Credence Table with damp cloth and dry.

Thank you for your service to the church!