

9:00 Traditional Service Communion Procedure

(Please read the guidelines for further details)

1. 1 loaf of bread cut in halves on paten (plate)
2. 1 covered paten of gluten free wafers (approx. 12 wafers)
3. 5 trays of grape juice (stacked and covered)
4. 1 chalice with small amount of grape juice
5. 2 white linen cloths for servers holding bread
6. Place 2 baskets under the Credence Table (behind altar)
7. Place bread plate, wine trays, chalice and cloths on

Credence Table

8. Cover bread and chalice with 2 other linen cloths

Guidelines for Communion Preparation for the 9:00 Traditional Service

Allow 20 min. for preparation before the service. The communion supplies are located in the sacristy which is the room in the office down the hallway on the left. The linens are in the upper left cupboard, and the other supplies are in the lower cupboard. 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 and on Credence Table (table behind the altar) prior to congregation arrival, but okay to complete even if people are already seated.

Prior to the Service:

1. A covered paten with gluten-free wafers should be in the cupboard. Only a dozen wafers are needed on the plate, but if more are needed, there are extra wafers in the small Tupperware container labeled "Gluten Free Wafers" on the shelf above where the robes are hung, and there are more in triangular shaped boxes in the cupboard.

PLEASE NOTE THE DIFFERENCE between 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 loaf of bread or the wheat-based wafers unless you first wash your hands.

2. One loaf of bread should be on the counter and is usually sufficient, unless otherwise indicated by a pastor. Cut the loaf in two halves and place on the metal or ceramic plate (paten).
If no bread is out, use 2 plates and put 2 packages of wafers (packages contain 125 wafers) spread out on each plate. Check for wafers in the large Tupperware container labeled "Regular wafers" that is on the shelf above where the robes are hung before opening new packages. NOTE THAT THERE IS ALSO A SMALL TUPPERWARE CONTAINER FOR GLUTEN-FREE WAFERS THAT IS LABELED "GLUTEN-FREE WAFERS". REGULAR AND GLUTEN-FREE WAFERS SHOULD ALWAYS BE SEPARATE.
3. For juice prep., check the refrigerator in the kitchen off the lounge for already filled trays and open juice bottles. Full juice bottles should be in cupboard, or may be in furnace room closest to the pastor's office at end of the office hallway. Disposable plastic cups are found in a box in the cupboard. A metal or ceramic chalice and two funnel shaped wine dispensers are also there. Pour a small amount of juice into a chalice and cover with a linen cloth.

Five 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 glasses using the funnel shaped dispenser, by depressing the red button on top, and releasing the button when the cup is 2/3 full. Stack trays and cover with metal cover with cross on top.

4. Place 2 empty baskets under Credence Table if they are not already there. Take out the covered juice trays, metal covered gluten-free paten, and 2 linen cloths. (Linen cloths are found on top shelf of upper cupboard). Also take out the bread paten and chalice covered with 2 separate cloths.

Following the Service

1. Remove everything from the Credence table and take back to sacristy. Unused trays of juice with cover on, may be placed in the refrigerator off the lounge. Unused bread may be taken home, or left on the counter. Return the covered gluten-free wafer paten to the cupboard. It is fine to leave the unused gluten-free wafers on that paten. Make sure the cover is on it when you put it in 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!