

## Communion Set Up & Clean Up

Works best with 2-person team, if possible

**Arrive at least 30 min. prior to worship.**

- Bring your key. You may need to unlock the church and/or Sacristy (same key).

### Upon Arriving

- **8:30/9:30 Service** - Unlock front door bars from inside. (Turnkeys are in the fire extinguisher case.)
- **ALL Services**
  - Check in with pastor to see if there are any special needs for the day; e.g. Baptism (see Baptism set up instructions).

### Preparation in the Sacristy

#### Preparing the Elements -- WINE and GRAPE JUICE

- *Wine is on floor of left closet; Grape juice is in fridge or on counter*
1. Use opened wine and juice before opening new bottles.
    - Corkscrew is in top left hand drawer.
  2. Fill small glasses using special "cup filler" (top left hand drawer)

AMOUNTS	8:30	11:00 or 9:30 summer	Combined/Special Service
Wine	2 trays	2.5 trays	3 trays
Grape Juice	2 trays	2 trays	2 trays

3. Place little cards ("Wine" and "Grape Juice") on respective trays.
4. Eventual order of **wine trays** is below (but you may be making two trips - this is heavy)

#### Wine Tray Order

Lid with cross goes on top	
TOP Tray	→ Empty (no glasses)
2nd Tray (omit at 8:30 service)	→ $\frac{1}{2}$ Tray small glasses wine
3 <sup>rd</sup> Tray	→ Small glasses wine
4th Tray	→ Empty (no glasses)
BOTTOM Tray	→ Small glasses wine

5. **Grape juice trays** will be stacked together, with the BASE piece on the bottom. Do not cover with cloth until placed on table in Sanctuary. (See Grape Juice tray placement, next page)
6. Fill flagon (pouring pitcher). Leave this on Sacristy counter to be brought forward with the bread by designated people during the Offertory.

**Preparing the Elements - BREAD and GLUTEN FREE WAFERS**

1. Score the underside of the communion bread to make it easier for the pastor to break, and place on bread plate.
  - o Knife in top left drawer
2. Place special bread cloth with little corner pocket over bread
  - o Cloth is in top right drawer; pocket will be used for gluten-free wafers, described below
3. Place 4 gluten free wafers in little pocket on special bread cloth
  - o Wafers are in a labeled container in right bottom drawer
4. Leave on counter with flagon of wine.

**Preparation & Set-Up in the Sanctuary**

**ALTAR LINENS, CHALICE** - Note for 11:00: Some or all of the needed linens may still be in the Sanctuary if they are not soiled. OK to re-use!

Item	Placement
Large cloth w/cross in each corner	Cover the altar
Empty chalice covered w/small cloth that has cardboard insert	To the right of center (if facing congregation)
Small linen napkins (2-3)	Near empty chalice

**WINE**

Item	Placement
Stack of wine and empty trays <ul style="list-style-type: none"> <li>• It's heavy --- make two trips</li> </ul>	On the wooden stand behind & left of altar, if facing altar (tray order is on previous page)
Large, single cross linen	Cover stack of trays

**GRAPE JUICE**

Item	Placement
Medium white linen cloth	On small table next to wine stand. Table should already have a white table cloth. Lay this linen on top of that cloth.
Grape juice trays (2), stacked	Place on the above cloth (catches spills)
Another medium white linen	Cover stack <b>after</b> carrying trays in (to avoid juice splashing onto cloth)

**OTHER**

Item	Placement
Small glass of water	On lectern
Offering baskets (4)	On small wooden stand to right rear of altar

## After Worship

1. Bring Communion ware to Sacristy - remove covering linens before carrying juice or chalice, to avoid splashing the linens.
2. Remove glass of water from lectern.
3. Follow service-specific instructions, below

Item	8:30 Service	9:30, 11:00 or Other Single Service
<b>Linens</b>	<ul style="list-style-type: none"> <li>○ Leave the large table cloth on grape juice table</li> <li>○ The altar cloth may remain on the altar if not soiled for the next service.</li> <li>○ If not soiled all other linens may be left in place for the next service.</li> <li>○ Remove soiled linens and place in designated mesh bag.</li> </ul>	<ul style="list-style-type: none"> <li>○ Leave the large table cloth on grape juice table, unless soiled</li> <li>○ Bring all other linens to Sacristy</li> <li>○ Place soiled linens in designated mesh bag.</li> <li>○ Place clean linens back in their designated spot in top right hand drawer</li> </ul>
<b>Wine</b>	<b>ALL SERVICES</b>	
	<ul style="list-style-type: none"> <li>○ The Communion Visitation Ministers will need some of the wine from the flagon. <ul style="list-style-type: none"> <li>▪ Make sure they have come to get it before pouring it back into the bottle.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ The Communion Visitation Ministers will need some of the wine from the flagon. <ul style="list-style-type: none"> <li>▪ Make sure they have come to get it before pouring it back into the bottle.</li> </ul> </li> </ul>
<b>Grape Juice</b>	<ul style="list-style-type: none"> <li>○ Grape juice still in little glasses may be used for next service. Cover and leave on Sacristy shelf.</li> </ul>	<ul style="list-style-type: none"> <li>○ Respectfully dispose of it by pouring it on the ground</li> <li>○ Do NOT pour grape juice back into the bottle.</li> </ul>
<b>Bread</b>	<b>ALL SERVICES</b>	
	<ul style="list-style-type: none"> <li>○ The Communion Visitation Ministers will need some of the bread. <ul style="list-style-type: none"> <li>▪ Make sure some of the softer section is saved before children eat all of it</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ The Communion Visitation Ministers will need some of the bread. <ul style="list-style-type: none"> <li>▪ Make sure some of the softer section is saved before children eat all of it</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>○ Respectfully dispose of the bread by taking it home to be eaten or scattered for the birds.</li> <li>○ Unbroken Gluten Free Wafers can be used for the next service. <ul style="list-style-type: none"> <li>▪ If broken, respectfully dispose of it like the bread.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Respectfully dispose of the bread and Gluten Free Wafers by taking it home to be eaten or scattered for the birds.</li> </ul>

<b>Communion Ware Care</b>	<b>ALL SERVICES</b>	
	<ul style="list-style-type: none"> <li>○ Wipe communion trays to remove any wine and/or water spills.</li> <li>○ Wash and dry communion glasses, chalice and bread plate.</li> <li>○ Refill the trays with clean empty glasses.</li> <li>○ Ensure that you do NOT leave water spills on the trays.</li> </ul>	
	<b>8:30 Service</b>	<b>9:30, 11:00 or Other Single Service</b>
	<ul style="list-style-type: none"> <li>○ Leave the chalice, flagon, and plate on the counter in the Sacristy for the next service.</li> <li>○ The special bread plate cloth and bread cloth can also be used for the next service if not soiled.</li> <li>○ Wipe the outside of the flagon to remove any wine spills.</li> </ul>	<ul style="list-style-type: none"> <li>○ Place wine and grape juice labels in lower right hand drawer.</li> <li>○ Put clean communion ware away in lower right cabinets.</li> <li>○ Lock Cry Room and Sacristy doors.</li> <li>○ If you are the last person at the church, lock all church doors and check all windows.</li> <li>○ If you think someone else is still there, check with them to be sure they will handle the doors and lights.</li> </ul>

## Setting up for Holy Baptism

*The Baptismal font is the large, blue, glass bowl on a wooden stand.*

**Needed Items** - Found in Left third drawer, except those noted with \* below

1. Small baptismal shell - Put a few drops of oil in the shell.
2. Baptismal napkin.
3. \* Baptismal candle - check w/Pastor if not in drawer.
4. \* Pitcher, located on top shelf in closet - Fill with lukewarm water.
5. \* Baptismal font (in Narthex or Sanctuary).

### **Sanctuary Preparation**

1. Place on altar: baptismal shell, baptismal napkin, and baptismal candle.
2. Empty the font (bowl) - This is heavy; handle carefully.
3. Bring stand and empty bowl to front / center.
4. Place filled pitcher on floor, tucked into notch at base of stand.
5. Check with presiding pastor about placement of Paschal candle (the tall candle on black stand). Base is very heavy---obtain help to move it, if necessary.

*Last Modified: 9/19/09  
Filename: Worship Communion Setup and Cleanup.doc*