

4/10/2025

Communion Set Up Procedure

Supplies:

- Communion supplies are in the Sanctuary sacristy (when you enter, make an immediate right to the door next to the window).
 - Our supplies are in the cabinet marked Spirit Alive, and the open refrigerated supplies are in the small refrigerator in the back of the room to the right.
- Take down the communion plate, two chalices, from the shelves in the cabinet. **(you will not need a small wine goblet filled)**
- You will need 4 veils. (small white handkerchief looking square)
 - The veils are small white clothes with white crosses on them.
 - If either of the clothes are dirty, please let someone know. There are clean ones in the box on the cabinet's top shelf.
- Get the communion bread from the small refrigerator and place one piece of it on the communion plate.
- Get the two small bowls in the refrigerator filled with pre-filled communion.
- Fill the two chalices just above half full of the alcohol-free wine. The open wine will be in the refrigerator; if none are open, there are unopened bottles on the bottom right. They should be left on the counter until after service. After worship, pour the leftover wine in the small wine goblet back into the bottle.
- A box of disposable cups is on the second shelf of the cabinet to the left.
- You will use 3 out of the 4 TV Trays.
- Trashcans are located in front of the office door. These will go to each side of the congregation so they can throw away the disposable cups as they head back to their seats.

Table preparation:

- Place the two chalices on the tablecloth to the left front and cover them with one of the white veils.
- Place the communion plate in the center of the tablecloth and cover it with another veil.
- Place hand sanitizer to the left of the Communion setup on the table.
- Two paper towels folded in half get placed next to the wine chalices.

The TV Stands

- Two of them go on each side of the altar.
- Place a veil on each of the TV Stands.
- This is where you will set disposable cups upside down. Get as many as you can on there to try and ensure that there is enough for everyone without running empty.
- The third TV Stand goes next to the first chair on the left-hand side of the church as you face the altar.
- This is where you will place the two bowls of the prefilled communion cups.
- Please ensure that the legs of the table do not cause a trip hazard.
- When the church service ends, go to the table and remove the communion plate and chalices.
- Please dispose of the wine in the chalices by pouring it outside on the ground. (Never pour the wine down the drain, as it has been consecrated and should be treated this way. Pouring it outside returns it to nature. This needs to be done away from any entrances into the building)
- If the left-over communion bread is only broken in half – it can go back into the package in the refrigerator. The other pieces of leftover communion bread must be broken into smaller pieces and thrown outside. (away from any exits into the building)
- The left-over disposable cups go back into the box in the cabinet.
- Two small bowls can go back into the refrigerator.

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- Wash and dry the chalices and place them back in the cabinet.
- Wash and dry the plate and wine jug and place it back in the cabinet. DO NOT place the stopper back into the wine jug; this will cause the stopper to become unusable.
- If the tablecloths have wine spots, please let Pastor Wesley know.
- Empty the small trash cans. If needed, please place clean trash bags in them. Trash bags for these trash cans are located on the same shelf as where you got the plate and chalices from. Then, place the trash cans back in front of the office door.

If assistance is needed, at any point, please ask Pastor Wesley