

COMMUNION INSTRUCTIONS – INTINCTION 05022022

TO PREPARE COMMUNION - INTINCTION

1. Purchase three loaves of gluten free bread, one round uncut loaf of wheat bread, and one container of grape/purple berry juice.
2. Cut slices of three loaves of gluten free bread into nine pieces per slice (3 loaves x 10 slices x 9 pieces = 270 pieces). Leave on crusts.
3. Place cut bread pieces in two baskets and 5 pieces on silver tray.
4. Cut round loaf in center 2/3 of the way. (Allows pastor to easily break bread during ceremony.)
5. Wrap white napkin around cut round loaf and place on silver plate.
6. Pour juice into glass pitcher and two smaller challises.
7. Move communion table to the front of the chancel.
8. Place white communion tablecloth on the communion table.
9. Place two communion candle sticks (with white oil candles) on the communion table.
10. Place the two baskets of sliced gluten free bread, the silver tray with 5 pieces of bread, the two filled challises, the one empty challis, and the glass pitcher filled with juice on the communion table.
11. Submit expenses to office; charge to WORSHIP/COMMUNION.

TO SERVE COMMUNION - INTINCTION

1. The pastors will hand volunteers the challises and plate of bread from the communion table.
2. The pastors will serve the two baskets of gluten free bread.
3. Two volunteers will stand on either side of the pastors with challises filled with juice.
4. One volunteer will take silver plate with 5 pieces of bread and a filled challis to the back of the sanctuary and serve any attendees not able to walk to the communion table (may require walking to where attendee is seated in the sanctuary).
5. When serving communion to attendees is done, walk to the communion table and hand the challises and silver plate to the pastors who will place them back on the table.
6. The pastors will serve communion to the servers, the choir and the organist.
7. After receiving communion, return to pews.

TO CLEAN UP AFTER SERVICE - INTINCTION

1. Take all communion components to the kitchen.
2. Move communion table to the back of the sanctuary.
3. Place service candle sticks, bible and stand on the communion table. (All stored in corridor to the right of the sanctuary.)
4. Empty challises, glass pitcher into the sink. Wash, dry and place in felt bags or box.
5. Throw out cut gluten free bread.
6. Give away round loaf of bread (or feed the squirrels).
7. Wipe down silver plates and place in felt bags.
8. Fold napkins and tablecloth.
9. Place all in cupboard in Fellowship Hall.