

COMMUNION INSTRUCTIONS – 02.23.2026

TO PREPARE COMMUNION

1. Purchase two loafs of gluten free bread (Aldi's sells fresh in bread isle), one round uncut loaf of wheat bread, and one container of grape juice.
2. Using 1 ½ loaves of gluten free bread, cut slices of gluten free bread into 12 pieces (slice four across, three down. 15 slices x 12 pieces = 180 pieces). Leave on crusts.
3. Line two baskets with white linen. Place cut bread pieces into the two baskets.
4. Using juice serving device, fill glass cups 2/3 full of juice (count to "3" for each press) in each of four full round service trays. Fill fifth tray with 16 cups for choir.
5. Wrap white linen around round loaf and place on silver plate.
6. Pour juice into glass pitcher. Fill ½ way.
7. Move communion table to the front of the chancel.
8. Place white tablecloth on the communion table.
9. Place two communion silver candle sticks (with white oil candles) on the communion table.
10. Place 15 filled communion cups in choir pew holders.
11. Place silver plate of round bread, glass pitcher, large challis, two baskets of bread, and four round trays of juice on the communion table.
12. Submit expenses to office; charge to WORSHIP/COMMUNION.

TO CLEAN UP AFTER SERVICE

1. Take all communion components to the kitchen.
2. Move communion table to the back of the sanctuary.
3. Using serving tray to collect used glass cups from pews.
4. Place service candle sticks, bible and stand on the communion table. (All stored in corridor to the right of the sanctuary.)
5. Empty challises, glass pitcher into the sink. Wash, dry and place in felt bags or box.
6. Throw out cut gluten free bread.
7. Give away ½ loaf of gluten free bread.
8. Give away round loaf of bread (or feed the squirrels.)
9. Wipe down silver plates and place them in felt bags.
10. Fold napkins and tablecloth. Return to marked plastic box.
11. In the sink, prepare a bin of soapy warm water and a bin of clean warm water.
12. Take a serving tray of glass cups and place mesh strainer on top.
13. Flip over the serving tray inside sink to drain out any remaining juice.
14. Keeping the serving tray upside down with strainer on top, dunk all into soapy water and shake up and down several times.
15. Keeping the serving tray upside down with strainer on top, remove from soapy water and let excess drain.
16. Keeping the serving tray upside down with the strainer on top, dunk all into clean water and shake up and down several times.
17. Empty glass cups onto a clean towel and dry, along with the serving tray.
18. Reassemble serving trays with glass cups, stack, and place back into felt bag.
19. Stack and place in felt bag.
20. Place all in cupboards in Fellowship Hall.