

## **Communion Clean – up**

(Revised November 2010)

After the late service (10:30 or 10:00 in the summer time):

- Bring one of the carts from the kitchen and a damp paper towel to altar area. Place all the silver service communion ware to be washed on the cart to take into the kitchen for washing with soap and water. You can also bring all the flannel storage bags, and, when each item is washed, place them into their bag (each bag is labeled and are of different sizes). The plates used for wafers can be wiped out with a paper towel unless you think they also need washing.
- Store the small white hard-covered items that are placed over the pouring chalice and common cup back into the top drawer in the altar storage area. These do not need washing, unless they have wine stains on them. Then, remove the hard plastic and take only the cover to be washed.
- The wine left in the POURING Chalice and in the FLAGON (large pouring pitcher) is poured back into the wine bottle. The wine left in the COMMON CUP is poured out.
- The leftover wafers are put into a plastic storage container in the first drawer of the altar storage area.
- The dirty napkins (small white clothes) are to be taken home and washed and RETURNED to the church. You may also find additional dirty napkins in the cabinet from the 1st service that need washing, too. If there is wine spilled on altar cloths, take them home and wash. Please return to the church within the next few days.
- Empty the two baskets of dirty communion collection cups. Wipe out the baskets with a damp paper towel and place them into the small plastic-lined wastebasket in the storage cabinet. Remove all the trash to the kitchen.
- Place all the cleaned communion ware into their storage bags and return them to the storage cabinet. There are pictures in the cabinet as to where they can be placed in the drawer so they will all fit. Lock the cabinet door.
- Check the altar area to make sure everything has been put away and the area is neat and clean.
- PLACE THE KEY FOR THE CABINET ON THE "CUP HOOK" IN THE TOP FAR LEFT, LIFT UP STORAGE COMPARTMENT. This is the compartment next to the basement steps and lifts up like a piano bench. DO NOT TAKE THE KEY HOME!!!

**THANK YOU** for helping with the communion clean - up.

If you have any questions or are interested in helping with clean-up, please contact Karel Titus at (356-4831).