

# Set-up for Weekend Communion Service

(Revised March 2011)

As of the first Saturday/Sunday in April 2011, some of the communion duties will now be done by a Saturday Worship Communion Helper. (See section marked with 2 asterisks below.)

## ON SATURDAY

### **Set up the altar for the Saturday service (see updated photo):**

- Largest common cup chalice (empty) covered by white pall (square white cover w/plastic insert)
- 1 pouring chalice (empty) covered by white pall (square white cover w/plastic insert)
- Flagon (empty) NOTE: this is a change. Saturday folks need this out on the altar.
- 2 patens (bread plates) covered by one corporal cloth; bottom paten should have all wafers for Sunday; top paten to be used for special Saturday bread
- Gluten-free container (do not open; this bread is not to be mixed with other bread/wafers)
- 2 brown trays with pre-poured white grape juice in 8 center cups & other cups should be empty. **Wine is no longer pre-poured.**
- Put the baskets (with white plastic inserts) on the stands by front outer walls.
- Set out hand sanitizer bottle on wooden cabinet.

### **Prepare the following for Sunday's services & leave on the wooden cabinet (Saturday Communion helper will move it to the altar after Saturday's worship) (see updated photo):**

- Silver common cup chalice (empty) covered by white pall (square white cover w/plastic insert)
- 1 pouring chalice (empty) covered by white pall (square white cover w/plastic insert)
- 4 silver trays + 2 aluminum trays – put white grape juice in the 8 center cups of 5 trays; the other cups should be empty (bottom tray – no grape juice)

## **\*\*SATURDAY COMMUNION HELPER** (as of April 2, 2011)

### Prior to Saturday Worship: (prepare the bread and wine)

- Pour about 1" of wine in the large common cup chalice – cover with pall
- Fill the pouring chalice with wine to bottom edge of spout – cover with pall – **wine not pre-poured**
- Pour about 1.5"-2" of wine in Flagon
- Fill 4-6 more grape juice cups in bottom brown tray only
- Cut or tear special bread and place in top paten (bread will be either on the altar, wooden cabinet, or in the kitchen)
- Check to see that the gluten-free container is on the altar

### Clean-up following Saturday service:

- Clean up brown trays and return to cabinet.
- The wine left in the pouring chalice and flagon is poured back into the wine bottle. The wine left in the common cup is poured out. Grape juice left in cups is poured back into juice container in the fridge in kitchen. Toss unused bread. Wash out chalice, common cup, flagon and bread paten with soap & water, dry thoroughly, and return them to the altar.
- Divide wafers evenly between the 2 patens for Sunday.
- Empty the two baskets of dirty communion collection cups.
- Set-up altar for Sunday (see updated photo) – check top of wooden cabinet for other pieces needed.

**ON SUNDAY** (NOTE: if you went to Saturday service and won't be available Sunday morning, call & lineup a Sunday helper. Terri has a list of names to call from.)

### **Sunday morning before 8:15 worship:**

- Put about 1" of wine in the 2 common cup chalices – cover with pall.
- Fill the 2 pouring chalices with wine to the bottom edge of the spout – cover with pall.
- Fill the flagon to the bottom edge of the spout. (*continued on next page*)

- Make sure there are wafers in both patens.

**Between Sunday services:**

- If needed, refill patens with wafers & cover with corporal cloth
- Leave wine in common cup chalices – refill as needed & cover with palls
- Leave wine in pouring chalices – refill as needed & cover with palls
- Refill flagon
- Empty used plastic communion cups into the kitchen garbage can – rinse out plastic inserts – put the baskets on the stands again
- Lay 4 clean purificators (white cloth napkins) by the tall candles on the altar
- NO NEED TO FILL MORE CUPS OF WHITE GRAPE JUICE - move pre-filled cups of white grape juice from the centers of the 2 aluminum trays to the centers of the 4 silver trays – those trays will be used first at the late service

**NOTE: Someone else is scheduled for clean-up after 2<sup>nd</sup> Service. You are done when communion is ready to go for 2<sup>nd</sup> Service!**