

## Communion Set-Up

1. All the equipment is in Pastor's room at the bottom of the cupboard on the east wall except for the wine which is on the floor of the tall cabinet and the grape juice which is kept in the fridge in the basement.
2. The tray for the wafers is in a purple cloth. The wafers are in a plastic bag and more are kept in a red topped container. Because of mice, they need to be in a container. Place a handful of wafers on the tray and cover it with the small white cloth napkin and place on the altar.
3. We also offer the option of gluten free wafers so several of those are placed in small plastic cups and placed next to the wafer tray on the altar. The plastic cups and covers are in the cupboard.
4. The chalice is in the purple cloth and no wine is added. It doesn't need to be covered. Place on the altar.
5. The communion trays are in the pillowcase. Use just one tray unless more space is needed.
6. The plastic communion cups are in a white box or some may be out in a plastic sleeve.
7. Fill between 20-25 cups with wine and 6-8 with juice. No exact number here. Your guess on how many will be in church. You can always fill more during the communion service if you feel you will run out. Use the handy white dispenser to fill the cups and try to fill about  $\frac{1}{2}$  full. It's not much wine! The very center of the tray is for the cups with juice. Place the cover on the completed tray and put on the altar next to the wafer tray.
8. A basket with a foil lining is used to collect the used cups. Be sure to line this basket with a paper towel to absorb any liquid from the used cups. Set this on the altar, too.

### Cleanup

1. For sanitary reasons, any leftover wine or grape juice should not be returned to the bottle. Please dispose.
2. Toss the used cups and paper towel in the waste basket in pastor's room. This waste basket should be emptied into a garbage can in the basement no later than the second Sunday of the month.
3. Wipe up any spills in the setup area and possibly any that may have occurred at the altar railing.
4. Rinse out the little white dispenser with water and dry with a paper towel. You'll need to use the bathroom or kitchen for this. If wine was put in the chalice, be sure to clean it as well.
5. Wipe the wafer plate with a paper towel.
6. Replace all equipment in their covering cloths and return to the cabinet.