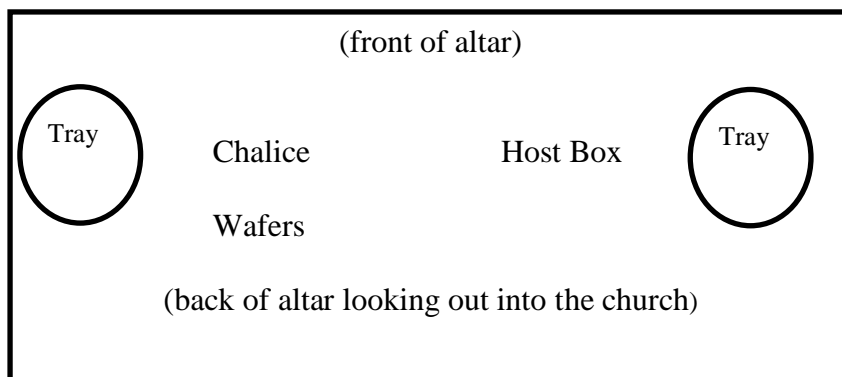


Communion Prep – Full Communion

Check with current protocol due to pandemic.

Using individual glasses - Allow thirty minutes to prepare!!!! Note: You are responsible for cleaning up after the service you prepare for. If you can, volunteer to help the next group!

1. **First Sunday:** Use **both** sets of trays. **Fill three trays from each set...leave one tray empty in each set.** In each tray, fill four glasses (the purple plastic glasses) with grape juice; **place in center of tray.** Use the white plastic cup dispenser to fill wine glasses.
2. Stack trays with **two full trays on the bottom, then an empty tray, then a full tray with the cover on top.**
3. Put **small amount of wine** - ½ inch or so - in **one** chalice for Words of Institution. Place on altar and cover with linen cloth.
4. Fill two baskets with the small pieces of bread from the plastic container on the counter in the sacristy. Line the baskets with the white linen cloths first. On top of one basket of bread, place one larger host bread for the part to use as a host. Cover the baskets with the extra linen coming from the sides of the baskets. On a glass plate, put five gluten-free wafers. Place the baskets and glass plate on the altar.



5. Between services, wash **ALL** empty wine glasses and refill.
6. After second service, pour unused glasses of wine and extra grape juice out on the ground outside. Rinse (no soap!!) the clear plastic cup dispenser. Wash and dry all glasses **AND** trays! (Wash tubs are in the cabinet.)
7. Put extra bread in plastic containers in upstairs fridge or use for the next service. Put back the gluten-free wafers that weren't used.
8. Put trays, chalices and host box in cloth bags.
9. Replace everything in the proper place.
10. Fill all Stephen Ministry Kits with some wine, wafers and plastic glasses.

Communion Prep - Intinction

Check with current protocol due to pandemic.

Third Sunday and the Wednesdays following the first and third Sunday - Intinction - Allow fifteen minutes to prepare. Note: You are responsible for clean-up following the service you prepare for!

- **Fill both chalices ¾ full at first service.** Place on altar and cover with linen cloth.

- Fill two baskets (one on Wednesdays; check upstairs refrigerator for bread pieces if not on counter) with the small pieces of bread from the plastic containers on the counter in the sacristy. Line the baskets with the white linen cloths first. On top of one basket of bread, place one larger host bread for the pastor to use as host. (If one is not available on Wednesday, use a large host wafer from the cupboard.) Cover the baskets with the extra linen coming from the sides of the baskets. On a glass plate, put five gluten-free wafers. ALSO, please prepare two individual plastic cups with grape juice and place them in the wooden holder. Place all items on the altar and cover with other linen cloths if they are available. Continue to place the host box on the altar.
- After the last service, **empty wine/juice on the ground outside** – do **not** pour down the drain!!
- Put wafers back in box or zip lock bag -- or in host box, if possible.
- Place the extra bread back in the plastic container and place in the upstairs refrigerator. If it is Wednesday and the bread was taken from the refrigerator, feel free to scatter outside.
- No need to add more wine at the later service unless the chalices are less than half full.