PROCEDURE FOR PREPARING COMMUNION
(INTINCTION METHOD)

Note: In addition to preparing the elements for the Morning Service, we also prepare the Intinction elements for the Evening Service and leave them in the Meeting House kitchen marked for the Evening Service.

ADVANCE PREPARATION:

1. Get keys from the office (see Keys below).

2. Purchase the elements, including elements for the Evening Service:
   - 2 64-oz. bottles of white grape juice
   - 2 packages of 6 large pita pockets
   - Box of rice crackers, if we don’t have any stored in the cabinet
   - One loaf of bread for communion table

3. Allow an hour to set up. You may prepare on Saturday, unless a wedding or meeting is scheduled. Be sure to check with the church office. If you set up on Sunday, be certain to start no later than 8:30 a.m. for the 10:00 a.m. service.

4. You may want to bring along some dishtowels from home to dry the serving pieces when you clean up.

5. Prepare the pita bread for the Evening Service as well and place back in plastic bag. Take to Meeting House kitchen along with one 64-oz. bottle of white grape juice and mark it for the Evening Service communion.

ELEMENTS:

Grape Juice: white, house brands are fine

Bread loaves: Any unsliced loaf; challah from Giant works well. We use pitas for dipping because they don’t crumble in the wine/juice.

Rice crackers and pita bread

Ceramic chalice, other ceramic ware, & supplies (in white cabinets outside Fellowship Hall kitchen):
   - Ceramic pitcher, tall ceramic chalice, and 2 matching ceramic chalices
   - 2 ceramic trays for pita and 1 large ceramic tray for loaf of bread
   - 1 ceramic bowl for rice crackers and 1 ceramic bowl for juice
   - Plastic quart-size bags and plastic wrap (e.g. Saran wrap)

Keys: The keys (to the Sanctuary and the Fellowship Hall communion cabinets) are kept in the Worship Committee mailbox in the church office workroom.

Table Board and Cloths: The communion extension board is not needed for the Intinction service (we use it for Communion by Trays as there are more items to sit on the table).

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Either the blue and white runner, or the tan, linen tablecloth can be used on the table, without the board or flannel/rubber sheet. These two cloths are hanging in the Worship Closet, in the back of the bathroom on the left, off the coatroom.

**TABLE SET UP:** The communion table is usually at the front of the Sanctuary. For any change in this format (such as for the Maundy Thursday service), the Worship Committee will instruct you. Please place the silver chalice in the pulpit (out of view), since we use the ceramic pieces for intinction, rather than silver.

**RESERVED PEWS FOR ELDERS:** Get a white cord from the cabinet in the ushers’ corner and reserve the front pew on the baptismal font side (not the pulpit side) of the center aisle.

**ELEMENT PREPARATION AND SET-UP THE DAY BEFORE OR SUNDAY MORNING:**

- Open up three to four of the pitas so that you have six or eight flat rounds of bread (i.e., eliminate the pita pocket.) Cut these rounds into triangles of suitable size for dipping into the chalices. You should be able to get about 50 triangles from each of the flat rounds. If you are doing this before Sunday morning, place the triangles in plastic food bags and tie closed. (Note: You can prepare the bread at home and bring it with you to set up. Bread triangles can be frozen in plastic bags for several days. They will defrost in 1-2 hours.) Pour about 1 cup of grape juice into the pitcher and place the scored loaf of bread on the large ceramic tray.
- Pour grape juice into the two matching intinction chalices, not to the brim, but enough so that someone dipping the bread does not have to extend fingers way down into the cup.
- Pour grape juice into one of the small ceramic bowls, for dipping the rice crackers.
- Divide about half the bread triangles between one round bread tray & the other one.
- Place rice crackers in one of the small ceramic bowls.
- If you prepare the elements the day before, please be sure to cover everything in plastic wrap.

Arrange the table as shown below:

<table>
<thead>
<tr>
<th>wall</th>
</tr>
</thead>
<tbody>
<tr>
<td>ceramic pitcher w/ juice &amp; tall ceramic chalice</td>
</tr>
<tr>
<td>ceramic tray with loaf of bread</td>
</tr>
<tr>
<td>(reverse chalice and pitcher for left-handed minister)</td>
</tr>
<tr>
<td>ceramic chalice w/ juice</td>
</tr>
<tr>
<td>ceramic tray w/ pita</td>
</tr>
<tr>
<td>small ceramic bowl w/ rice crackers</td>
</tr>
<tr>
<td>small ceramic bowl w/ juice, for dipping rice crackers</td>
</tr>
<tr>
<td>pews</td>
</tr>
</tbody>
</table>

**STEPS FOR FINAL SET-UP (20 MINUTES) BEFORE THE SERVICE:**

- Remove scored loaf of bread (on the table) from its plastic bag.
- Remove plastic wrap from the other elements.

**CLEAN UP:**

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• The remaining elements should be disposed of immediately or taken home—not consumed on our premises out of respect for the ritual of Communion.
• The communion ware should be washed, dried, and stored in the flannel bags/box as you found them. You may want to bring several dishtowels of your own for this purpose.
• If any of the supplies are low, please notify someone from the Worship Committee or Mary Ann in the Church Office.
• Please check the runner/tablecloth. If soiled, it should be laundered. Otherwise, please return it to the closet, as excessive laundering will shorten its life.
• Please be sure everything (except the silver chalice) is returned to the locked cabinet in the Fellowship Hall. The silver chalice should remain in the pulpit or be placed back on the Communion table.
• Please return keys to Worship Committee mailbox in the workroom.

Thank you for preparing communion!

Revised July 2013