

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:

- Get keys from the office (see *Keys* below) or from Worship Committee closet. If desired, ask office to set up communion board on communion table.
- Purchase the elements (including elements for the Evening service):
 - two quarts of white grape juice
 - two loaves of bread, unsliced: one Challah and one King Hawaiian
 - 2 packages of 6 large pita pockets
 - gluten-free rice crackers if needed (there are usually some in the Communion cabinet)
- **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, start by 8:30 a.m. for the 10:00 a.m. service.
- You may want to bring dishtowels with you from home to aid in clean-up.

ELEMENTS:

- *Grape Juice:* white, house brands are fine
- *Bread loaves:* Any unsliced loaf; challah from Giant works well. For the evening service, only one loaf of King Hawaiian bread is needed – no pita.
- *Rice crackers*
- *Pita bread:* We use pitas for dipping (**morning service only**) because they don't crumble in the juice.

OTHER NEEDED ITEMS:

- *Ceramic Chalice, other ceramic ware & supplies:* in white cabinets in Fellowship Hall, to the right of the Fellowship Hall kitchen doors.
 - Ceramic pitcher, tall ceramic chalice, and 2 matching ceramic chalice
 - 2 ceramic trays for pita and 1 large tray for loaf of bread
 - Plastic wrap or zip lock bags to store bread overnight, if preparing ahead
- *Keys:* The keys (to the Sanctuary and the Fellowship Hall communion cabinets) are kept in the Worship Committee mailbox in the church office workroom. A set is also kept in the Worship Committee closet.
- *Table Board:* The communion extension board is not usually used or needed for the Intinction service (we use it for the communion by Trays since there are more items sitting out).
- *Cloth:* We normally use the blue and white runner, or the tan linen tablecloth for a more casual look for intinction. These cloths are located in the Worship Committee closet, in the back of the bathroom

on the left, off the coatroom. With these casual linens, the rubberized flannel cloth boards are also not needed.

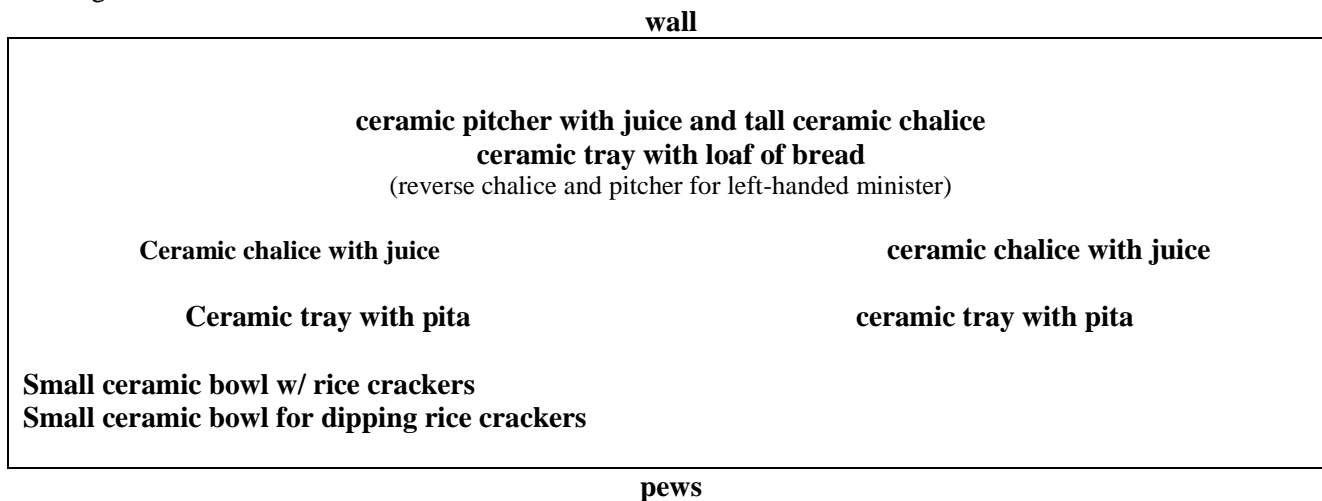
TABLE SET UP: The communion table is usually at the front of the Sanctuary. For any change in this format (such as the Maundy Thursday service), the Worship Committee will instruct you.

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 ON 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.)
- Score the loaf of challah bread once underneath, not all the way through, so that it may be broken in half by the pastor.
- Pour about 1 cup of grape juice into the matching intinction chalices. Don't pour 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 those using the rice crackers to dip into.
- Put the pita bread triangles on the 2 ceramic plates.
- Place rice crackers into a small ceramic bowl.
- If you prepare elements on Saturday, be sure to cover everything in plastic.
- We use pitas for dipping (**morning service only**) because they don't crumble in the wine/juice.
- **PREPARE FOR EVENING SERVICE:** Only one loaf of King Hawaiian is needed, *no pita*.
 - Prepare the bread by scoring the King Hawaiian bread loaf once on the underside.
 - **Place Evening Service elements (one King Hawaiian bread loaf and one quart of white grape juice) in the Meeting House kitchen** marked for the Evening Service Communion.

Arrange the table as shown below:



STEPS FOR FINAL SET-UP ON SUNDAY MORNING (complete 20 min before service):

- Remove loaf of bread on the table from its plastic bag.

- Remove plastic wrap from other elements.

CLEAN UP:

- Any 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 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 the Church Office.
- Please check the 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. Put the chalice in the pulpit.
- Please lock up the cabinets.
- Please return keys to Worship Committee mailbox in the workroom or in the Worship Committee closet.

Thank you for preparing communion!