

## PROCEDURE FOR PREPARING COMMUNION *(TRAYS METHOD)*

**Note: in addition to preparing the Trays, 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. Prior to communion, purchase the elements, including elements for the Evening service:
  - a. large bottle (approx 1.5 liters) of red table wine
  - b. two quarts of white grape juice
2. We use only gluten-free bread for both services. Two loaves are prepared by Kelly Black. She will get the bread to the sanctuary kitchen on the Saturday of communion prep for you to prepare as follows below in the “Elements” section write-up. If you have any questions, please reach out to Kelly (703-623-8707; [kelly@blacks-home.net](mailto:kelly@blacks-home.net)) or Sallie (703-901-8714; [sskcasto@verizon.net](mailto:sskcasto@verizon.net)).
3. If you need assistance with moving the heavy communion board, you may ask the business administrator to have the sexton place the communion board on the communion table (*see Table Setup below*). **You'll need to do so by Friday.**
4. Allow one hour to set up the sanctuary and get everything ready. 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 am for the 10:00am service.
5. Get keys from the office or closet (see *Keys* below). If you don't know the security code for the sanctuary & how to work it, ask the office or a worship committee co-chair.
5. You may want to bring along some dishtowels from home to dry the serving pieces.
6. **Set aside & place Evening Service elements in the Meeting House kitchen** marked for the Evening Service Communion.

**ELEMENTS:** *Wine:* Gallo or Masson red table wine is fine.

*White Grape Juice:* Is usually purchased in quarts.

*Bread:* We use two loaves of gluten-free bread that Kelly makes. Prepare the bread as follows:

Loaf 1 serves two purposes: for the Pastor to “break” at the Morning service, and as the main bread for the Evening Service.

1. Score the bottom of this loaf width-wise about halfway thru, and then place on a silver tray scored-side down. Wrap with saran wrap and place it on the communion table up front.
  - a. The pastor will break this in two during the service, and then set it aside.
2. Loaf 2 is cut up entirely for Morning Service use. The goal is to make about 240 cubes as follows:

- a. Cube the entire loaf, including the crusts.
  - b. Starting length-wise, cut the loaf into 10 slices as though you were doing it to make sandwiches.
  - c. Cut each of the 10 slices into cubes: 6 rows across and 4 rows down.
  - d. If some rows or cubes don't turn out exactly right, you can discard them as we've allowed for some wiggle room.
  - e. Divide the cubes among the 6 silver trays; cover the trays completely with plastic wrap and place them on the communion table. It might seem a bit crowded on the table with all 6 plates spread out, but it works.
3. After the service:
- a. Loaf 1: gather the two pieces of this loaf and wrap them in sarah wrap or a Ziploc bag. Drop off in the Meeting House kitchen along with white grape juice for the Evening Service communion. Please put a note with the items that they are for the Evening Service communion.
  - b. Cubed Loaf 2: gather any remaining cubes, wrap and include with Evening service elements.

### SERVING PIECES:

*Chalice:* If the chalice is not on the communion table, look in the pulpit and communion cabinet.

*Communion-ware (in Fellowship Hall cabinets located to the right of the kitchen doors):*

Pitcher  
 Bread trays  
 3 sets of 3 wine trays  
 Disposable cups and wine dispensers (for filling the cups)

*Notes:* (1) An extra box of cups can usually be found in the Sanctuary Narthex cabinets above the coat rack. When it becomes necessary to open that extra box, please write on it "last box" AND notify the church office. There should be one more box in the church office for emergencies.  
 (2) The wine dispenser works well, and you will soon be an expert in its use!

*Keys:* The key to the Fellowship Hall cabinets is on the ring with the sanctuary key. These are kept in the Worship Committee mailbox in the workroom.

*Table Board and Cloths:* The communion board is stored in the closet to the left of the doors between the Fellowship Hall and the Narthex (foyer). The tablecloth and rubberized flannel underpad are in the closet behind the left-hand toilet. The cloth and pad must be returned to that closet after the service.

**TABLE SET UP:** The communion table is usually at the front of the Sanctuary. For any change in this format, the Worship Committee will instruct you. Please set up the communion board (or ask the church office to have the sexton do this for you ahead of time), then center the rubberized flannel cloth on the table and the tablecloth on top.

**RESERVED PEWS FOR ELDERS SERVING COMMUNION:** Get two white cords from the cabinet in the ushers' corner and reserve the front pew on either side of the center aisle.

**BREAD AND WINE:**

**Fill 6 wine trays for the service.**

Fill the trays with disposable cups. Use the siphon to fill the outer ring with grape juice and the remaining inner rings with wine.

Pour about 1 cup of wine into the pitcher.

The loaf of bread should be scored in half. This should be done on the underside. Place the loaf onto an oval tray. Place the bread in a plastic bag so it will stay fresh. **Please remember to remove it from the plastic bag on Sunday morning, along with the plastic wrap covering the cubed bread!**

## TABLE ARRANGEMENT:

### Congregation Side

3 Wine Trays	Bread	3 Wine Trays
	Chalice	Pitcher
3 Bread Plates		3 Bread Plates

## CLEAN UP:

- The remaining elements should be disposed of immediately or taken home—not consumed on our premises out of respect for the ritual of Communion.
- No wine should be left in the kitchen or church because children are on our premises.
- The communion ware should be washed, dried, wiped clean of fingerprints and stored in the flannel bags as you found them. You may want to bring several dishtowels of your own for this purpose.
- 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 else (except the chalice – replace it on the communion table) is returned to the locked cabinet in the Fellowship Hall.
- Please return keys to Worship Committee mailbox in the workroom, or to the closet.

**Thank you for preparing communion!**

revised 6/2016