

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
- 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) or Sallie (703-901-8714; sskcasto@verizon.net).
- **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.
- **Set aside & place Evening Service elements in the Meeting House kitchen** marked for the Evening Service Communion.

ELEMENTS & PREPARATION:

Grape Juice: white, house brands are fine

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 saran 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.

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
 - 1 large tray for 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.

Arrange the table as shown below:

wall

ceramic pitcher with juice and tall ceramic chalice
ceramic tray with loaf of bread
 (reverse chalice and pitcher for left-handed minister)

Ceramic chalice with juice

Ceramic chalice with juice

Ceramic tray with bread

Ceramic tray with bread

pews

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

- Remove 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!