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# COMMUNION SETUP AND CLEANUP

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The communion preparation of the Altar Guild plays an integral and import role in our worship experience. Someone has to setup the elements and clean up afterwards.

Ideally setup of communion should be completed 30 minutes prior to the worship service to ensure the bread and wine is at its best.

Likewise the cleanup of communion should be completed immediately following the worship service.

The **SETUP** tasks for Holy Communion are as follows.

1. Pour the wine from the wine bottle<sup>1</sup> into the flagon (about  $\frac{3}{4}$  full).
2. Fill the inner circle<sup>2</sup> wine glasses with grape juice<sup>3</sup> for each wine tray.
3. Put the bread<sup>4</sup> on the bread platen and cover with a linen<sup>5</sup> cloth.
4. Place the covered stack<sup>6</sup> of wine glasses on the credence table.
5. Place the flagon, chalice, and bread on the altar<sup>7</sup>.

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<sup>1</sup> For new wine bottles there is a cork screw in the upper cabinet at the end of the sanctuary kitchen.

<sup>2</sup> Pour about 6 to 8 glasses of grape juice per tray.

<sup>3</sup> Grape juice is in the mini refrigerator or in a lower cabinet (it is labeled as such.)

<sup>4</sup> Take the bread out of the freezer (TEC refrigerator) to thaw. This may be done on Saturday before the worship service or at least 2 hours before the worship service. If using communion wafers use any in the plastic storage bag along with any new wafers.

<sup>5</sup> When using communion wafers put platen lid on platen instead of a linen cloth. Have the cross on the lid facing the congregation.

<sup>6</sup> The trays are stacked alternately with a full set of glasses then an empty tray. The top tray should be a full tray of glasses. Place the lid where the cross faces the congregation.

<sup>7</sup> Place according to picture mounted on the end of the kitchen wall.

## Altar Guild Instructions - August 2011

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### SETUP (CONTINUED)

6. Cover the flagon, chalice, and bread with a linen cloth<sup>8</sup>.
7. Check the oil in the altar candles. Fill with oil (if necessary) and place on the altar.<sup>9</sup>
8. Check that the assistant minister's wine cloth is on the altar. If not, put one on the altar (it should be placed on a plastic plate to avoid staining the other linens).
9. If any communion supplies are getting low inform the church office secretary (Debbie) or the council person for Worship & Music.

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<sup>8</sup> All clean communion linens are in the box on the kitchen counter. The cloth may also have been left on the altar if it was not stained.

<sup>9</sup> The altar candles are normally filled during Communion Cleanup.

## Altar Guild Instructions - August 2011

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The **CLEANUP** tasks for Holy Communion are as follows.

1. Take the flagon, chalice, bread, and the wine glass trays to the sanctuary kitchen counter for cleaning.
2. Leftover communion bread (DO NOT PUT IN TRASH):
  - a. Eat it yourself or give it away to be eaten.
  - b. Take it outside and distribute it on the ground to be eaten by the birds.
3. Place any leftover communion wafers in a plastic storage bag for the next worship service.
4. Leftover wine (DO NOT PUT DOWN SINK DRAIN):
  - a. Put any leftover wine that's in the flagon back into the wine bottle. Cork the wine bottle.
  - b. Any wine left in the chalice you may:
    - i. Drink it yourself (but not from the chalice).
    - ii. Pour it for someone else to drink.
    - iii. Take it outside and distribute it on the ground.
5. Empty all the unconsumed wine and grape juice from the individual wine glasses into a glass/cup.
6. Take the glass/cup of unconsumed wine and grape juice outside and distribute on the ground.
7. Wash and dry the empty wine trays (if necessary).
8. Wash and dry all the individual used communion glasses and place back in the wine trays (stacking them by alternating 1 filled tray then 1 empty tray).
9. Wash and dry the bread platen.
10. Wash and dry the flagon.

### CLEANUP (CONTINUED)

11. Wash and dry the chalice.<sup>10</sup>
12. Refill the altar candles with oil<sup>11</sup> and place back on the altar.
13. Place any stained communion cloths at the end of the kitchen counter (they will be picked up for washing).
14. Fold up the communion cloth that covers the bread and wine and place on the altar, if it is still clean. If it is stained put a clean one on the altar. If there is not a clean cloth for replacement contact the person(s) that is cleaning the communion linens and the church council member responsible for Worship & Music.
15. Place a clean wine cloth<sup>12</sup> for the assistance minister (on a plastic plate) on the altar.

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<sup>10</sup> You may leave the clean unfilled communion ware on the sanctuary kitchen counter since this is where it needs to be for setup.

<sup>11</sup> The candle oil is in the lower cabinet next to the sink. Keep the oil bottle cap as it has a pouring spout.

<sup>12</sup> Clean communion cloths are in the box on the kitchen counter.