

COMMUNION SET UP VOLUNTEER RESPONSIBILITIES

8:00 Downtown Service

Volunteers are responsible for preparing the communion trays for both the 8:00 and 10:30 services. Communion set up volunteers can have access to the building using the keyless entry on the sacristy door. Check the church calendar on the FELC website for possible conflicts due to weddings or funerals.

1. Communion set up: Rally Sunday through Easter
Fill 10 trays with wine using plastic cups, placing 6-8 **cups of juice in the center of each tray**. (8 light weight trays for 8:00 and 2 silver trays for 10:30). FYI: aluminum trays hold 36 cups; silver trays hold 39.
2. Communion set up: Post-Easter through Labor Day
Confirm numbers by looking at previous years count for estimated tray count.
3. Fill the 2 metal patens (plates) with wafers and place them on the credence table. Try to gauge the number of wafers to the expected attendance. For example, if the host box is at least half full, 100 wafers on each paten will be enough for an expected attendance of 300. If it is almost empty put about 150 on each paten. One sleeve = 100 wafers. ***Do not add to or take wafers from the host box – the pastors will do that at the conclusion of communion at each service.***
4. Place the 8 light weight wine trays on credence table for 8 am worship. 2 heavier silver trays, to be left in the Sacristy for the 10:30 am service.
5. Place the metal host box with left-over (consecrated) wafers on credence table.

ON SUNDAY AM*:

6. Fill the silver chalice $\frac{1}{4}$ full with wine and place it on the altar. Place a large wafer on the paten and put it on the chalice with the proper placement of linens. See diagram on bulletin board in the Sacristy. Have chalice in place by 7:45 AM. Corporal is laid on altar (cross on corporal is on edge of altar, facing the pastor). Then place chalice, purificator (napkin), platen, host and then pall.
7. Place the wooden pedestals, one on each side of the front of the sanctuary. On each pedestal, put one of the lined baskets to receive the empty cups

AFTER WORSHIP (if needed):

8. Using left over trays & wine create 2 additional half-filled trays for 10:30 for a total of 2 full trays and 2 half-filled trays for that service. 9:15 communion set up volunteers may be available to assist with this step.
9. Clean up utensils and counter using hot, soapy water. Return items to labeled shelves.

Special Notes:

- If working during a worship service, enter sacristy from the outside and make sure that the door into the sanctuary is closed while you work. The code is changed each September for the keyless entry. Contact the church office for the new code.
- Stainless trays – leave outside circle empty since slots are larger than cups. Cups then slide too far down into tray.
- Disposable gloves (latex free) are available for your use.
- Close the Sacristy door whenever you exit sacristy.

** Having the wine sit overnight in the chalice does cause silver corrosion. Please conduct this step on Sunday AM.*