

COMMUNION SET UP VOLUNTEER RESPONSIBILITIES

9:15 Downtown Service (Indoor instructions)

After the 8:00 Service:

1. Remove the wine from the credence table and return them to the Sacristy. Leave the metal host box on the table.
2. Using leftover 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. 8:00 a.m. communion set up volunteers may be available to assist with this step.
3. Return baskets containing empty cups to the Sacristy. NO LONGER NEED TO COUNT COMMUNION CUPS – WILL BE USING USHER'S COUNT.
4. During Lent, remove empty cups from the altar rail. NO LONGER NEED TO COUNT COMMUNION CUPS – WILL BE USING USHER'S COUNT.
5. Fill small stoneware chalices ½ full; 2 with juice, 2 with wine. Place chalices on the credence table.
6. Place a large wafer on the paten and put it on top of the chalice with proper placement of linens. See diagram on the bulletin board for correct placement. 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. Check host box for consecrated wafers. Most Sundays, fill 2 stoneware plates with small communion wafers; ½ sleeve on each plate. Place on credence table. Try to gauge the number of wafers to the expected attendance. For example, if the host box is at least half full, 50 wafers (1/2 sleeve) on each paten will be enough for an expected attendance of 250. If it is almost empty put about 150 on each paten. FYI: 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.

Special Notes:

- **In the future, communion bread will be baked and will replace wafers. Watch for an update when this takes place.**
- Check to make sure there are 2 filled trays AND 2 half-filled trays ready for 10:30 service. There should be 6-8 cups of juice in the center of each full tray and 5 cups in each half-filled tray.
- 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.
- Disposable (latex free) gloves are available for your use.
- Close the Sacristy door whenever you exit sacristy.