

Communion Setup

1. Please fill 4-5 Communion Trays for EACH Communion Service, depending on the time of year. (Usually 4 trays during the summer months; 'otherwise 5 trays, especially when the Snowbirds are in town!)
2. Set out on the Counter (next to the Refrigerator) the Ciborium filled with the Wafers, Communion Plates with Palls, 2 Napkins, and the Lids with the Cross that covers the wine-filled Communion Trays.
3. Cover the Elements with a Communion Veil. Note: The Elders will set this out on the Altar prior to the Service.
4. Check the Candles on the Altar to ensure they have enough oil in them. If they need oil, it is located in the cabinets above the sink in the Sacristy. Please ensure you do this over the sink! Use gloves to touch the brass.
5. Also, check the wick the Acolytes use to the Altar Candles with and change, as necessary. They are located in the Sacristy on the counter (far right).

Communion Cleanup

1. Take used Wine Cups and Rinks them out INSIDE of the White Bucket (on top of sink) before disposing of the cups. Take the liquid inside of white bucket and pour out onto a tree outside of the side door. DO NOT POUR DOWN THE DRAIN!! THIS IS NOT OUR WAY TO DISPOSE OF CONSECRATED WINE.
2. Keep unused cups with Wine and [Grape Juice*] in Trays; Wipe down Trays and inner lining to remove wine spots, cover with saran wrap, and refrigerate.
3. Refill Empty Trays with new plastic Communion Cups (located underneath counter) for next service. Note: Ensure there is a total of 4-5 trays depending on the time of year.
4. Return unused Communion Wafers to the small plastic container/Ziploc bag on the counter (should be in the freezer).
5. Place soiled linens and wet towels into the yellow bin on the counter (next to the sink) for laundering. Note: Brenda Hemmer or myself typically launders the linens.
6. Check Altar Rails and Planks underneath for wine droppings and clean up with a damp cloth.

THANK YOU for your Service