

RESTORING AFTER COMMUNION

Gather Used Plastic Cups

- Collect systematically from the pews, checking the cushions as well as the racks on the backs of the pews.
- Check the floor under the front pews.
- Check the top of the organ.
- Discard all empty cups in trash receptacle in Hodge Hall.

Dispose of Leftover Juice

At the communion table pour remaining juice from the cup trays and chalice into the flagon. Empty juice from the flagon onto the ground outside Clinton Street doorway.

Dispose of Leftover Bread

Gather all bread from plates and place in clear plastic container with black lid that is kept in the Clinton Street hallway or Hodge Hall kitchenette.

Clean and Store Communion Ware

Wash and dry communion ware (flagon, chalice, paten, bread plates, cup trays, covers, bases) as needed.

Return the stacked cup trays and bread plates to the top shelf of the metal cabinet. Put silver plated items—paten, flagon, chalice—in the protective flannel bags found in the cabinet, and place them on the top shelf also.

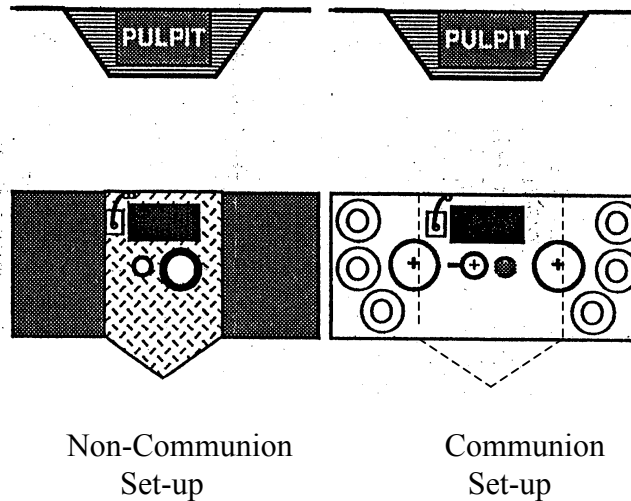
Store Linen

Place folded linen tablecloth over the rod in the metal cabinet in Clinton Street hallway. Fold the napkins neatly and place them in a plastic bag on top shelf of cabinet.

Note: *If any of the linen is in need of laundering, notify the communion coordinator(s) so that it can be cleaned and available for the next use.*

Restore Communion Table for Regular Use

Remove pottery plate and chalice from the metal cabinet and arrange on the communion table with the book stand and microphone, as shown below.



Final Note: Please lock metal cabinet when restoration is completed.

revised Nov. 2009

COMMUNION PROCEDURES

COMMUNION PREPARATION

Prior to Arriving at Church...Preparing Bread

1. Purchase a loaf of firm, sliced white bread (Arnold's or similar) and a roll (or miniature loaf of bread) to be broken by the minister.
2. It is helpful to cut the bread at home and bring in the pieces, pre-counted in 6 plastic bags, ready to put on the bread plates.
3. To prepare bread, remove crust from bread slices, cut slices into pieces about 3/4 inch square. Put 30 pieces in each of the 6 plastic bags (50 on Easter Sunday).
4. Plan to arrive at church 45 minutes before the scheduled start of the service, so as to have the communion table ready before worshipers arrive.

At Church...Assemble Materials

Remove everything, except the brocade parament, from the communion table. Take the pottery plate and chalice to the gray metal cabinet in the Clinton Street hallway where communion ware is stored. (Church sexton will unlock cabinet prior to service on Communion Sundays.) From the metal cabinet, take the white linen tablecloth, seven napkins, and six bread plates to the communion table.

Remove silver flagon (pitcher), chalice (cup) and paten (small plate) from their protective flannel bags. Leave folded bags in the cabinet. Take the silver flagon, chalice and paten, and two stacks of three cup trays (with bases and covers) to Hodge Hall for preparation of the elements.

Preparing Grape Juice

Find plastic communion cups, dispenser bottle and funnel in the closet just to the left of the Hodge Hall kitchenette.

Fill the outer row and the third row in each cup tray with empty plastic communion cups. (On Easter, fill all rows.)

Check refrigerator for opened bottle of grape juice. Make sure juice is still good. Unopened bottles of grape juice are stored in the lower cabinet at the right hand end of the counter.

Use the funnel to fill the dispenser bottle with grape juice. With the dispenser bottle, fill each cup about two-thirds full. Pour approximately one cup of juice into the flagon and add water to fill it about one third full.

Refrigerate opened bottle of juice.

Rinse out the dispenser bottle, dry it and return it (and the cap) to the box in the closet where you found it.

Arrange Table (see diagram)

- Cover the communion table with the linen cloth. (If at all possible, place linen cloth under the glass and on top of brocade table parament- this requires 2 people to lift or, even better, remove the glass and 1 or 2 more people to place linen in position).
- Place the chalice in front.
- Place the flagon to the left of the chalice (as you face the pulpit).
- Place the paten with the miniature loaf of bread or roll on it on top of the chalice.
- Place the covered stacks of cup trays at either end of the table, centered.
- Place three bread plates along each end of the table.
- Use the 7 napkins to cover the miniature or roll bread loaf and each of the bread trays.

NOTE: Please notify a communion coordinator (June O'Neil or Carolyn Perkins) or the church office if you

notice any of the communion supplies are running low. (In July, August and September, communion is served by intinction, only minimal preparation and restoration are required.)

SERVING COMMUNION

Assembling

People who have agreed to serve communion for a particular occasion should plan to be present in Hodge Hall ten minutes before the service is to begin, so that determinations can be made regarding order of march and/or seating, and any special instructions may be conveyed.

Seating Regarding Servers

The servers may sit wherever they wish during the first part of the service, then move (with hymnals and bulletins) to the front pews on the center aisle during the presentation of the offering .

When the choir is present in the chancel, it is important that the servers at outer end of the line are persons who have no problem ascending and descending the steps to the choir loft in order to serve the choir members and organist.

Serving the Bread

Following the breaking of the bread and the pouring of the cup, the servers will be called to the table to receive the plates of bread for distribution. The servers at the outside ends of the line formed at the communion table should serve the minister and assistant. After that, serving of the congregation will proceed as follows:

The servers at the outside ends of the line formed at the communion table will proceed to the choir loft to serve the choir and the organist before continuing down the side aisles to serve the people seated along the outside walls. (When the choir is not in the loft, the end servers will proceed directly to the side aisles after checking to be sure the organist is not still up in the loft.)

The next servers (those who were sitting in the middle of the two front pews) will go directly to the side aisles, to serve the people seated on the side of the aisle away from the wall.

The servers in the center of the line (those who were sitting by the center aisle) will turn and serve the people sitting along the center aisle.

Upon completing the serving of all in the congregation who wish to partake, all servers should gather at the back of the center aisle to march in a double line to the communion table to return the bread plates. They will then resume their seats, to be served by the minister and assistant.

Serving the Cup

The servers will be given the cup trays for distribution to the people, and the same order will be followed as with the bread. After returning the trays following distribution, the servers will be seated again.

Receiving the Cup

The servers will receive the cup from the minister and the communion assistant, after which the minister will invite all present to drink concurrently.

Following the Prayer After Communion, the minister will signal the two servers closest to the parking lot to stand. The minister will give them the bread plate and cups to take to the adults in the nursery and any other adults who are not in the sanctuary at the time of communion (i.e. working in Hodge Hall or the kitchen). When finished serving in the nursery, the two servers should take the plate and cup tray to the Hodge Hall kitchenette.

The servers do not need to re-enter the sanctuary, as the service will now be concluded or is about to be concluded.

The remaining servers will stay in the front pews until the service is concluded.