

Communion Setup for Sunday, Deacon of the Day Responsibilities

Week prior to Communion Sunday:

- △ Call church office ahead to determine Saturday hours of availability.
 - Saturday events may affect availability of church sanctuary for preparation activities: weddings, funerals, etc.
- △ Purchase one loaf (1 lb) of white bread, Arnold or Pepperidge Farm, to be cubed and brought to the sacristy on Saturday or early Sunday morning. Keep bagged until Sunday morning.

Setup on Saturday, or very early Sunday:

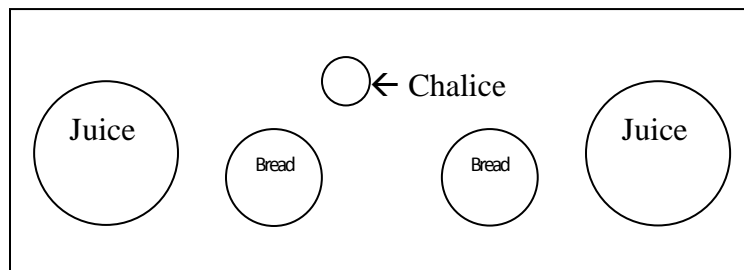
- △ Grape juice and communion cups are in the cabinet above the sink in the sacristy.
 - Check Baldwin Hall 'fridge for opened bottle of grape juice. Use this up first before opening a new container.
 - Need **4** sleeves of communion cups and any leftover partial sleeve(s).
- △ Communion trays and bases are behind top left cabinet doors.
 - Need **2** large bases & **2** covers and **6** large trays with cup inserts for juice.
 - Need **2** small covers and **6** small trays for bread.
 - Check under tray inserts for dried juice and bread crumbs. Clean trays as necessary.
 - Line **5** bread trays with doilies.
 - **Need 5 paper/foil baking cups, one per bread tray (for gluten free wafers).**
- △ Prepare juice trays:
 - Place communion cups in **4** juice trays.
 - (Note: Tray holds 40 cups, new sleeve contains 50 cups.)
 - In a **5th** tray for the choir and Diaconate, place 25-30 cups.
 - Fill each cup about 2/3 full, **using the new communion cup filler. Great tool!**
 - Fill some cups on each tray with water (4-6 cups per tray?), the rest with juice.
 - Use a **6th** juice tray without any cups to make two tray stacks of equal height.
 - Stack in two columns and cover the top tray in each stack.
 - The **5th** and **6th** trays are placed at bottom of each stacks.
- △ Prepare small tray for balcony:
 - Place 7-10 cups around the outside row of the small tray to be used in the balcony.
 - Fill each cup 2/3 full.
 - Place small doily (5" diameter) on center of tray, for bread to be added later.
 - Cover this tray with a white linen napkin, or paper towel if necessary.
- △ Prepare bread trays:
 - Set up two stacks using the empty **6th** tray to make the stacks equal.
 - Cover the top trays.
 - Don't set out bread until Sunday. Keep bread in sealed bag to prevent drying out.
- △ Flagon and chalice are behind the bottom right pair of cabinet doors, as you face sink.
 - Use the silver flagon in maroon felt bag, and silver chalice and round cover in brown felt bag.
 - Check that chalice and flagon are very clean. The minister(s) drink from these.
- △ Check level of oil in alter candles. (Note: **Oil level drops approx 3/16 in. each Sunday.**)
- △ The communion table should be already setup, or get help to move it now. Place halfway between top step to the chancel and the alter.
- △ Place **4** hymnals on the pew where the ushers will sit for communion.
 - Place a Sunday bulletin in each hymnal to mark the first hymn after the offering.
 - Space hymnals on front pew across from the choir where deacons will sit.

Sunday Morning Preparation: (in addition to regular Deacon responsibilities):

- △ Chalice with cover on top, place on the communion table as shown below
- △ Place juice trays on the communion table so that the 5th tray of cups for choir, organist, deacons, and sound equipment operator is on the bottom of stack next to the choir. The empty 6th tray is on the bottom of other stack, placed on the opposite side of table. See diagram below.
- △ Bread cubes should now put on the bread trays, with a clean doily on every tray:
 - Place appropriate bread pieces on small tray for the balcony.
 - Place one bread piece per cup on the 5th tray for the choir and diaconate, organist.
 - Place 4-6 wafers in each baking cup.
 - Spread remaining bread cubes evenly over 4 serving trays.
 - Place bread trays on the communion table, as shown below:

*The altar (not shown) is 'North' of table in diagram below.
Choir sits on 'East' or to right in the diagram below.*

**Juice trays on outside, 3 high on each side,
Bread trays on the inside, 3 high on each side.**



- △ Close door from chancel to the sacristy after setup is complete.

Bring the following 3 elements to the outer office early Sunday morning:

- ❖ Flagon with small amount of juice for minister to pour into chalice.
 - ❖ Communion loaf, unbroken, on small tray covered by white linen napkin.
 - **Carmen Dedjar** is providing this small loaf of bread each month for communion. She may leave the bread in Baldwin Hall kitchen, or in refrigerator, or in the Sacristy on the counter.
 - ❖ Small combo tray with bread and juice for balcony. Cover with white linen napkin or paper towel.
 - You will serve both communion elements on small tray to the balcony when the ushers are serving the first element to the sanctuary.
- △ Move these elements to Narthex visitors' table after the service begins. Ushers will bring the first two forward after the offering is collected.

Cleanup After Communion: (in addition to regular Sunday cleanup)

- △ Two ushers collect used communion cups into two round baskets.
 - Place plastic tubs in baskets and line with paper towels to absorb drips.
- △ Place left-over juice back into original container, and store in Baldwin Hall 'fridge.
- △ Clean and wipe down bread and juice trays before putting away in top left cabinet.
- △ Wash chalice and pitcher with soap, rinse thoroughly, and dry thoroughly. Then place each in appropriate felt sack to store in lower cabinet immediately below and to right of sink.
- △ Two people carefully pick up and carry the communion table back into the sacristy.

Supplies we use:

Welch's 100% grape juice, 64 oz.

Wafers for summer communion

5 and 6" doilies for bread trays, found @ A.C. Moore

Matches

Paper towels hanging on cabinet door to left of sink.

Clorox kitchen wipes.

Gluten free, dairy free, corn free, soy free wafers.