

CHECKLIST FOR COMMUNION SERVICE

Before going to church to prepare for communion, you should have checked to be sure there is fresh white grape juice.

1. Put out communion trays and fill them. (Each tray holds 40 glasses.) Put white grape juice in the center circle (7 glasses) and wine in all the others.
2. Put out three plates: one for the loaf of bread and two for the cut-up bread to be given to the congregation. Put a small bowl in the center of the bread cubes plate for gluten-free wafers. Each of these plates will be covered with a purificator (linen napkin). Please wear gloves when handling the bread and change gloves before handling the gluten-free wafers.
3. Fill a chalice about one-quarter full of wine. Place a pall (white square linen-covered board) on top of the chalice. When in position facing the congregation, place these elements to the left of the missal stand with the chalice to the left of the plate with the loaf of bread.
4. Place the place of bread cubes at the front of the altar. Put out the bread cubes close to the time of the service because the bread dies out.
5. Place trays of wine on the altar to the left of the missile stand when facing the congregation; it is nice to have the cross square to the congregation.
6. Place stands with baskets on the floor at the second indentation of the rail if communion is by stations. These are for used glasses. If communion is at the rail, the baskets should be place on the altar and will be carried by a third server during communion.
7. Fill the tray for serving in the pews. One person should provide communion for those in the pews, who cannot go to the front to receive it. It is a good idea to stand at the back of the nave and watch for people who may need your services. You may ask those who are using a cane, walker, or wheelchair if they would like communion served in the pew and tell them that you will be the server. Notice where they will be sitting and place a ribbon on that pew to help you remember those who will need your help. You should introduce yourself to the ushers and ask them to let you know if anyone else wants communion.
8. In the chancel, the duty is to watch the servers and change empty trays with full ones and to watch to see if more bread is needed by the pastor. Take the empty trays to the back.
9. When everyone has communed, leave at least one tray on the altar to hold the cover. Take the trays and baskets to the back so you can begin to clean up.

10. The wine in glasses that have not been used may be poured back into the wine bottle and the glasses rinsed and placed in trays for future use. White grape juice in glasses should be discarded. Keep grape juice bottle in the fridge, not on the door.

11. When all services are complete, the wine in the chalice should be poured on the ground.

12. Count the number of glasses used by the congregation and write the number in the book.

13. For the 8:15 service using the communion rail, only put out one plate of bread and one basket. See pictures on bulletin board.