

**Communion Preparation for Remaining Seated \*  
First Presbyterian Church - Revised August 15, 2010**

**Week before Communion**

- 1. Check with office to be sure there is not a wedding or other service on Saturday during the time you have chosen to prepare communion.**
- 2. Check calendar outside minister's office to see who will be preparing flowers. Coordinate Saturday schedule.**
- 3. Check kitchen for:**
  - supply of grape juice -1 48 oz. bottle for 2 regular services**
  - 2 loaves of French bread-medium size**
  - 1 loaf of bread cubed and bagged in church freezer**  
**(Supply to be purchased by kitchen staff)**
- 4. Check Preparation for Worship Room: Clean linen napkin/s in the cabinet, plastic communion cups**

**Congregation Seated**

**\*The tradition is to remain seated for communion at every 8:30 AM service and most other services. Exceptions: Maundy Thursday, Christmas Eve and some summer services at 11 AM.**

- 1. Preparation for communion can be done on Saturday or very early Sunday morning. (Allow one hour to 1 1/2 hours to prepare.)**
- 2. Communion cup trays, chalice, pitcher, bread tray, plastic wrap and linen napkins are located in cabinet in the Preparation for Worship room.**
  - a. Nine cup trays should be filled to serve the 8:30 and the 11:00 congregations prior to the service. (40 cups per tray)**
  - b. Place cups in trays and (using plastic dispensers provided) fill each cup 1/3 full with grape juice. On Sunday morning fill communion pitcher 1/3 full.**
  - c. Saturday preparers should put communion cup trays in the refrigerator and cover top tray with plastic wrap. The trays fit into the refrigerator by putting 6 trays on top shelf and 3 trays on bottom shelf. (Support the front of the trays on bottom shelf with a block of \_\_\_\_\_.)**

**d. Divide bread cubes among the 4 trays (if for 8:30 only- as in summer services) and among 9 trays if for both services.**

**e. Place one loaf of French bread on the plate and wrap in a fresh linen napkin for 8:30 service. This bread will be broken by the minister. A second loaf will be used at 11:00.**

### **3. Setting up the Communion Table**

**Please follow the diagram and/or the photographs for placement of trays and other elements. Be aware of leaving ample space for minister to set the removed lids from cups and trays.**

### **4. Between Services**

- a. Refill the empty communion cup trays if necessary**
- b. Replace broken loaf with second loaf of unbroken French bread**
- c. Collect empty cups from pews and trays. Recycle in church kitchen after the 11:00 service.**
- d. Pour juice in chalice back into the pitcher.**

### **5. Clean-up**

- a. Immediately after 11:00 service, remove all empty cups from pews and trays.**
- b. Juice remaining in cups and pitcher should be disposed of in sink. Recycle cups in church kitchen in plastic bags.**
- c. Rinse all containers in hot water (pitcher, chalice, trays and dispenser bottles), dry with soft cloth and store brass in marked cabinets using flannel cases.**
- d. Store unused bread in church freezer and unused grape juice in the kitchen refrigerator marked with date opened.**
- e. Leave brass plate and brass chalice on the Communion Table.**
- f. Clean the Preparation for Worship room.**



