

**Communion Preparation for Coming Forward
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 with person arranging flowers if necessary**
- 3. Check kitchen for:**
 - supply of grape juice (48 oz. needed for two services)**
 - 2 loaves of French bread-medium size**
 - 1 loaf of bread cubed and bagged in the church freezer.**
 - Find 3 clean napkins in the cabinet (1 for 8:30 am and 2 for 11am when congregation comes forward)**
 - (Supply will be purchased by kitchen staff.)**

Congregation Coming Forward*

***The tradition is to remain seated for communion at every 8:30 AM service. At many 11:00 services the congregations remains seated. However, in the summertime, on Maundy Thursday and on Christmas Ever Communion is served to the congregation when it comes forward.**

- 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. Trays for communion cups, chalice, pitcher, bread tray, plastic wrap and linen napkins are in 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 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. **Four bread trays will be sufficient for the 8:30 congregation to be served seated. One french loaf wrapped in linen napkin and placed on brass plate for minister to break at 8:30 am.**

At 11:00 am one-two unbroken loaf/loaves of french bread wrapped in linen napkin/s are needed for congregation coming forward. Place one on brass plate, the other on table. (?)

- e. **Square topped slate tables which are located in back hall by Preparation for Worship Room are to be placed as in photo for receiving used communion cups.**

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 the Services

- a. **Refill the empty communion cup trays**
- b. **Replace broken loaf with second/third loaf of 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. Take to church kitchen for recycling.**
- b. **Juice remaining in cups and pitcher should be disposed of in sink.**
- c. **Rinse all containers in hot water (pitcher, chalice, trays and dispenser bottles), dry with soft cloth and store in marked cabinets using flannel cases.**
- d. **Store unused bread in freezer and unused grape juice in the refrigerator marked with date opened.**
- e. **Leave brass plate and brass chalice on the Communion Table.**
- f. **Clean the Preparation for Worship room**



