

Communion Set-Up Basics in times of Pandemic

(Assumes one service) (Revised 9/22/21)

Looking Ahead to Cleanup

We use a tankless water heater for the sink in the Sacristy. We need to turn it on two hours before we use it. So, whoever does setup should turn it on. The switch is a timer dial; it is mounted on the cabinet to the left of the sink.

The Bread

The bakers make the bread in bite-size pieces.

They keep the bread in the freezer in the Fellowship Hall, in the room behind where the piano usually sits. During the week, someone will take this week's bread out of the freezer to thaw, and bring it to the Sacristy on Sunday morning.

There is a box of small paper cups in the Sacristy and some plastic trays. We put an individual piece of bread one per cup. Typically, we get between 80 to 90 people communing each Sunday, so plan on 90 cups. But, ask the Pastors whether we expect a higher attendance that Sunday.

The plastic trays hold around 35 cups each, so you will need to use three of them.

There are gluten free wafers in the right-hand cupboard in the Sacristy. Put out four of these also, two each on each of the two small trays.

Place the trays on the communion tables in the Sacristy and cover them with a white cloth. One tray can go on one table, and the two other trays on the table nearest the choir. You can find the cloth in the top center drawer near the Sacristy refrigerator. The drawer is marked "fair linens".

The Wine

We serve the wine and grape juice in individual cups. You can find the trays with cups in them in the cupboard above the "fair linens" drawer.

Each tray holds 40 cups. Fill two such trays, and a partial third tray to make 90 settings (again, ask the Pastors if we should set more than 90 on a given Sunday).

The wine and the grape juice are kept in the small refrigerator in the Sacristy. If you run out of either, there are usually additional bottles in the large cabinet where the paraments are kept (to the left of the refrigerator).

There is a nifty tool in the top drawer to the left of the sink to help you pour the wine and grape juice. It's a white cup-like mechanism with a spout and stopper on the bottom that is spring-operated by pressing a button on top. There are two of them, but one is currently broken.

The center ring on each tray holds 8 cups. Fill the cups in the center ring with grape juice. In one of the trays, fill a few more cups in the next ring with grape juice. That tray will go on the side where the children sit.

Fill the remaining cups with wine. Don't forget to put the remaining grape juice and wine back in the fridge.

Again, there should be two full trays of 40 cups a piece and a third tray with 10 more cups extra.

Put a full tray on each communion table, and place the partial tray on top of the full tray on the choir-side table. Put the cover on top of these trays. Also, put an empty tray out on each communion table.

Congratulations! You have completed setting the bread and the wine.