

## Setup for Communion

### (First Sunday of the Month – September - June)

1. Arrive at the church by 10:30. Ensure servers are aware of the routine, they can meet with you for a few minutes.
2. Get the key for the *Kitchen Communion Cupboard* from the choir room bulletin board.
3. Place the white communion tablecloth on the communion table and cover with the plastic cover, and place the communion candles on the plastic. The big bible is stored under the table.
4. Place two extra chairs (four total) behind the Communion Table and place hymn books under these chairs..
5. Place a kitchen trolley at the back of the church. Cover it with a table cloth and set out the communion dishes and elements. (Bread and rice crackers on plate, grape juice in pitcher, goblet, 2 bowls, extra plate). The grape juice is kept in the church storage cupboard in the kitchen. The communion bread should have been provided by one of the communion bread bakers.
6. Immediately after the service remove the communion dishes from the Communion Table so they don't get broken.
7. Break up the bread and transfer the remaining elements to a regular plate and pitcher, and add them to the coffee trolley.
8. Wash the communion dishes. Put the tablecloths and plastic and dishes back in the Communion Cupboard and lock it. Return the key to the choir room bulletin board.