

Communion Helper Instructions

1. Arrive at least 10 minutes before worship begins.
2. Check to see that communion is set-up on the table in front of the altar.
3. The wine trays should be on the small tables besides the steps to the altar.
4. You will stand behind the small table during communion. Please wear gloves.
5. To assist with serving communion say “The blood of Christ shed for you”. Let each person take a cup from the tray. They can discard the cup in the trash bin.
6. You will receive communion from Pastor first, before the musicians line up for communion.
7. The Ushers will let you know if anyone in the congregation needs communion at their seat. Please bring one tray with wine and juice on it. The Pastor or Asst. Minister will give the bread. (You do not need to commune people in the balcony)
8. When Communion is over, cover the trays and go back to your seat.
9. At the end of service clean up in this way:
 - a. Dispose of the leftover bread by either eating it with friends and family or by breaking it into pieces and distributing to wildlife/the earth. Full pieces of bread can be put in the refrigerator.
 - b. Wafers can be returned to jar. Gluten free wafers, return to ziplock bag.
 - c. Empty the unused wine and grape juice from the chalice/trays into the garden outside the sacristy.
 - d. Wash the chalice and paten in the kitchen sink and dry them. Wipe down the trays. Return all the communion ware to its place in the sacristy.
 - e. If the communion cloths are not soiled, please fold them and put them back in the appropriate place in the sacristy. If the linens are soiled, please put them in the basket labeled “soiled linens” to be washed.
 - f. Check the altar cloths and if any of them are soiled bring them to the soiled linens basket.
 - g. Empty trash bins next to the communion tables. You don’t need to replace the bags.