

WORSHIP COMMISSION- COMMUNION PREPARATION

1. Although one person can do it all, it is suggested that the communion preparation be done by a team of two.
2. Sometime before Communion Sunday:
 - A. Buy two family size loaves of white sliced bread (“sandwich style” works best).
 - B. Preparation of the bread can be done at home and simplified by freezing the loaves, then using an electric or serrated knife, trim the crusts off and cut the remaining square into 16 smaller squares. Stacking four slices at a time is very manageable.
3. **Saturday** before Communion Sunday:
 - A. Fill ten juice trays with plastic cups. (Use the juice dispensers in cupboard). Fill each cup half full. Grape juice is stored in sacristy cupboard. Stack and cover trays and place in sacristy refrigerator overnight.
Clean up spatters on juice trays with moist paper towel.
 - B. Take two slices of pita bread from the freezer in the kitchen and bring it up to the sacristy refrigerator.
4. **Communion Sunday**
 - A. 7:30 Worship service
Don’t do anything special- pastors will make final preparations as long as juice and bread are available.
 - B. 8:45 Worship service
 1. Arrive at least 45 minutes before service is to begin.
 2. Place a white doily on each of 10 bread trays and fill with cubed bread.
Do not pile bread too high, as it will stick to the tray above.

(This step can also be done on Saturday if desired).
 3. Fill silver pitcher with grape juice (about one and a half cups).
 4. Place the pita bread on the pastor’s silver tray.
 5. Bring the juice trays out from the refrigerator.
 6. Place elements on Communion table as follows:
 7. Be sure the covers on both the juice and bread trays are turned so that the cross faces the congregation.
 - C. 11:15 Worship service
 1. Count the number of people taking communion based on the number of empty cups.
Log total on count sheet located in the sacristy
 2. Refill bread trays and place all ten on the Communion table.
 3. Refill juice trays all the way and replace all ten on Communion table.
 4. The same pita bread can be used for the pastor’s tray, but try to make it look like it’s not broken yet.
 5. Empty and wash chalice. Refill silver pitcher (use the same juice).
 6. Dispose of any used cups left on the communion table from earlier service.

5. Clean-Up

- A. Clear elements from Communion table. Count the number of people taking communion based on the number of empty juice cups. Log total on count sheet located in sacristy
- B. Wash and dry trays if needed and return to cupboards.
- C. Be sure juice dispensers are clean and dry before storing.
- E. Put leftover grape juice in sacristy refrigerator.
- F. Check supply of cups, grape juice and doilies. If supplies are needed, report to Communion Task Leader in charge of getting new supplies.

COMMUNION PREPARATION INTINCTION METHOD

(Pastors usually do this, using the pottery set in sacristy cupboard above sink). Two or three pieces of pita bread (from kitchen freezer) is placed on pottery plate; the pottery pitcher is filled about $\frac{1}{2}$ way and the chalice is put out also.

WESTMINSTER PRESBYTERIAN CHURCH

INTINCTION SERVICE: Communion Server Assignment

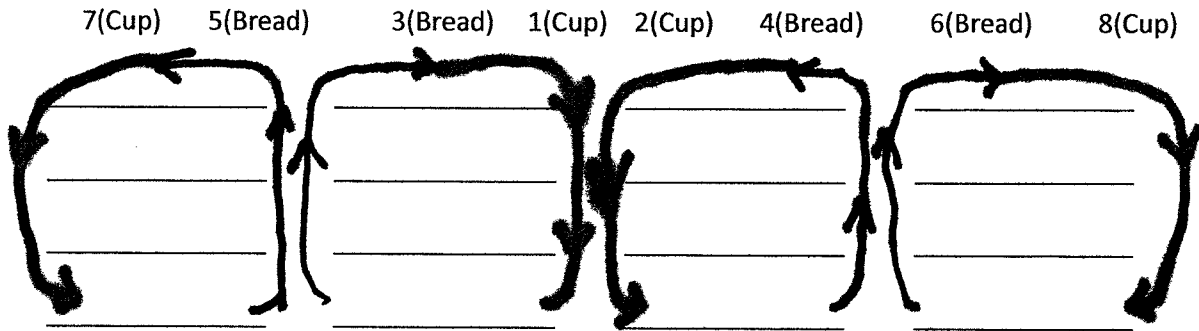
1&3= Serves the Pastors Pastors = Serve the Worship Team

COMMUNION TABLE

Front Pew Order:

 1 3 5 7 8 6 4 2

Intinction Stations:



1.	2.
3.	4.
5.	6.
7.	8.

11:00 Service

*** Please proceed to the front pews at the end of the offertory***

WESTMINSTER PRESBYTERIAN CHURCH

Communion Server Assignment

1= Serves the Pastors 8=Serves the Organist Pastors = Serve the Choir

COMMUNION TABLE

Front Pew Order:

1 3 5 7 9 10 8 6 4 2

Serving Positions:

7 _____	5 _____	3 _____	1 _____	2 _____	4 _____	6 _____	8 _____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
		9 _____		_____		10 _____	
		_____		_____		_____	

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

*****Please proceed to the front pews during the Doxology*****