

COMMUNION SET UP VOLUNTEER RESPONSIBILITIES

10:30 Downtown Service Instructions

Volunteers prepare the altar for the 10:30 service and are also responsible for minor Sunday morning clean up of the altar and Sacristy.

After 9:15 Service:

1. Return the stoneware chalices and wafer plates to the Sacristy.
2. Check the amount of wafers in the metal host box. If it is less than half full put about 50 small wafers on each of the 2 metal patens (plates) and place them on the credence table. If it is at least half full, only put a handful of wafers on each paten unless a large attendance is expected. **Do not add to or take wafers from the host box – the pastors will do that at the conclusion of communion at each service.**
3. Place 2 full wine trays and 2 half-filled trays on the credence table. Full trays should be placed on top and served first. Trays should be ready for use with 10 cups of juice in the center of each tray. 5 cups in each half-filled tray.
4. Place a large wafer on the paten and put it on top of the chalice with the proper placement of linens. See diagram on bulletin board for correct placement. Corporal is laid on altar (cross on corporal is on edge of altar, facing the pastor). Then place chalice, purification (napkin), platen, host and then pall.

After 10:30 service

1. Remove all empty cups from altar rail. NO LONGER NEED TO COUNT COMMUNION CUPS, WILL USE USHER'S COUNT.
2. Empty all unused wine into the plastic pitcher provided. Weather permitting, use the outside sacristy door to return the consecrated wine/juice to the earth.
3. Clean up all used utensils and counter with hot, soapy water. Return to labeled shelves. Take all dirty washcloths and towels home to launder. Return to the Sacristy as soon as possible.
4. Remove corporal. Place all linen elements together in package.

Special notes:

- If needed, feel free to take wash cloths and towels home to launder. Return to sacristy at your convenience.
- If working during a worship service, enter sacristy from the outside and make sure that the door into the sanctuary is closed while you work. . The code is changed each September for the keyless entry. Contact the church office for the new code.
- Disposable (latex free) gloves are available for your use.
- Close the Sacristy door whenever you exit sacristy.
- Soiled linen refers to linen(s) that you can see are soiled and are not just linens that were used that Sunday. Please keep linen sets together (example; if one piece has a wine stain, bag all linen pieces together and place in dish pan labeled "soiled linen"). Chancel care team will launder. Also know that chancel care is in weekly to check linens so don't worry if you forget to do this.