

Deacons' Communion Set Up Responsibilities

(approved 10/2005)

Set Up

Communion Supplies include: 100% Welch's Grape Juice, Large loaf of bread-cut into cubes, and a loaf of bread for the communion table (usually one deacon brings the juice, the other brings the bread).

Deacons doing set up should arrive in the kitchen 1 hour prior to the beginning of worship to prepare the elements and set the Table for Communion. They provide grape juice, small bread cubes, and a small loaf of bread for pastor to break. Keep in mind that this is a **Sacrament** and the quality of and presentation of bread and juice needs to be fresh and palatable. The amount of juice and bread is dependent upon the number of people expected to be present (e.g., more people attend during Advent than 4th of July). Experience has proven that it is more efficient to the "set-up" if the bread is cut into cubes at home the night before and not refrigerated before hand.

Place communion cloth on table (found on a hanger to the far right in the closet where choir robes are hung). Communion table is located in the closet where the bells are rung.

Retrieve pottery Chalice, Plate, and Pitcher from bookcase in Pastor's office. Obtain juice dispenser and plastic cups from Deacon's closet in back kitchen.

Fill seven trays with cups and fill with juice using special pourer. Two of these trays are left on tables at the rear of the church for upstairs. Use one half tray for the choir and place on a chair in the choir loft.

Fill seven trays with bread cubes, place two of these trays on the tables at the rear of the church, place the half tray for the choir in the choir loft.

Cut no more than half way through the loaf of bread for the pastor or do not cut loaf at all. Put the loaf on the pottery plate.

Put a small amount of juice in the pitcher for the pastor to pour into the "chalice"
Place four trays of juice and four of bread, along with the chalice and the plate with the small loaf of bread on the Communion Table.

