

SUNDAY 8:00AM/MONDAY 7:30PM CHAPEL SERVICES – COMMUNION SET UP



8am: 1 gold tray, 2 napkins
(in 1 baggie), 1 gluten-free
container

7:30pm: 1 gold tray, 1 napkin,
1 gluten-free container

Checklist for Chapel Communion Set Up

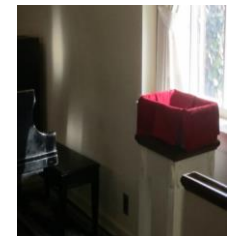
- Candle attendant should fill candles in the chapel and also in the sanctuary.
- Fill gold trays with wine (check in red book for an estimate of how many trays to fill) and place on altar. Each gold tray should have **four cups of de-alcoholized wine**. The de-alcoholized cups should be placed in the center of the tray.
- Fill glass decanter 1/4 full of wine and place on the altar.
- Put one gold chalice on the altar and leave empty.
- Fill gold tray with wafers. Use consecrated wafers first. They are found in the labeled silver container in the cupboard to the right of the Altar Guild closet. Place on altar.
- 8:00am – Put out one gold plate; the plate should have two napkins and one gluten-free container.
- 7:30pm -Put out one gold plate; the plate should have one napkin and one gluten-free container.
- Line baskets for used communion cups with 4 napkins and place one basket by the organ to the left of the altar and one basket under the window by the piano to the right of the altar.
- Cover the “communion set-up” with the chapel communion cloth.
- If there is a wedding or funeral on Saturday, all communion ware should be covered with the communion cloth and kept in the Altar Guild Room.



De-alcoholized wine in center



8am: 1 gold tray, 2 napkins (in 1 baggie), 1 gluten-free container
 7:30pm: 1 gold tray, 1 napkin, 1 gluten-free container



PROCEDURE FOR CLEANING THE COMMON CUP



The small napkins used for wiping the edge of the Common Cup will now be dampened* with vodka and placed in a baggie.

4 for Sanctuary services, 2 for Chapel services

REASON? Alcohol is a disinfectant. A moist napkin allows lipstick to be more easily removed when washed.

STORAGE: Vodka and baggies are in the wine cupboard.

* Dampen entire cloth, but NOT dripping

ALL COMMUNION SERVICES
fill **four** cups of de-alcoholized wine and
place cups in the center of each tray

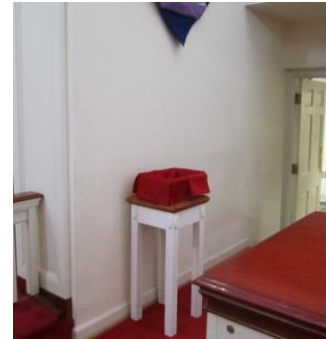


Placement of Used Communion Cup Baskets

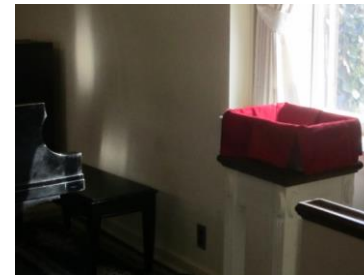
Sanctuary Communion Service – place one basket about a foot to the left of the altar banister, and one basket about a foot to the right of the altar banister.



Use four napkins to line each side of plastic basket.



Chapel Communion Service – place one basket next to the organ to the left of the altar, and one basket by the window to the right of the altar.



10/03/2013