

SANCTUARY SERVICE – COMMUNION SET UP



9:00- Have at least 8 trays filled, 2 common cups, 2 silver plates, 4 napkins (2 in each baggie), 2 gluten-free containers.

10:30- Have at least 8 trays filled, 2 common cups, 2 silver plates, 2 napkins (1 in each baggie), 2 gluten-free containers.

Checklist for Sanctuary Communion Set Up

- Candle attendant should fill candles in sanctuary, including communion candles on the altar and also the candles in the chapel.
- Fill silver trays with wine (check in red book for an estimate of how many trays to fill but fill **no fewer than 8 trays for the 9:00 service** and **no fewer than 8 trays for the 10:30 service**) and place on the altar. Each silver 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 1/3 full of wine and place on the altar.
- Put two silver chalices (for both the 9:00 and 10:30 services) on altar and leave empty.
- Fill silver ciborium (container with cross lid) 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.
- 9:00am -Put out two silver plates; each plate should have two napkins each and one gluten-free container.
10:00am -Put out two silvers trays; each plate should have one napkin each and one gluten-free container.
- Line baskets for used communion cups with 4 napkins and place on either side of the altar banister.
- Cover the “communion set up” with the sanctuary 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



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

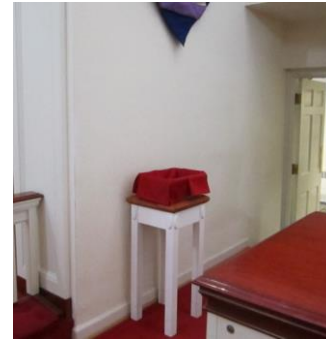


Placement of Used Communion Cup Baskets

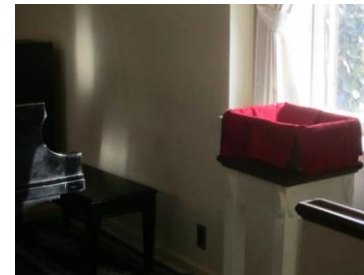
Sanctuary Communion Service – place one basket about a foot to the left of the altar banister, and one basket about a foot to the right of the altar banister.



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.



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