

COMMUNION PREPARATION - Thank you for agreeing to prepare and serve communion. We celebrate Holy Communion at St. Peter's on the first and fifth Sundays of the month and at other special times during the church year.

PREPARING COMMUNION

Please provide one loaf of bread (we often use Hawaiian bread from Marsh) and a quart of white grape juice for your service. You can check the refrigerator to see if there is white grape juice already available. The wine we use is provided, and opened bottles are located in the refrigerator.

Arrive about 30 minutes prior to the service. The communion trays are stored in the cabinet to the right of the refrigerators. Unopened wine is stored adjacent to that cabinet. The bottles have screw tops and require no corkscrew. Plastic communion cups are in boxes near the wine, and the cup fillers are in the cabinet drawer.

Five trays of cups should be filled for each service, with outer ring of cups containing wine and the remainder filled with grape juice. On holidays, a sixth tray should be filled. Use a paper towel to wipe spills from the filled trays, and place the trays at the back of the sanctuary on the table. Place unbroken bread on a tray, covered with one of the cloths in the drawer above where the trays are kept and place it at the back of the sanctuary on the table.

In the same lower cabinet, you will find the communion pitcher and chalice. Pour about one cup (or a little less) of wine into the pitcher. Place it and the empty chalice at the back of the sanctuary on the table.

Fill the basket with gluten-free crackers and place the basket at the front of the sanctuary on the wire plant stand covered with the brown/fish-patterned cloth. The pastor(s) will bring it to the altar when Communion begins.

PREPARING THE ALTAR AND SERVING COMMUNION

Five communion servers are needed for each service. Coordinate with the usher(s) before the service to ensure there are a sufficient number of servers. Move to the rear of the sanctuary toward the end of the offering. Gather bread, communion trays, pitcher and chalice from the table at the rear of the sanctuary. When the hymn begins walk in pairs, with the usher delivering the offering, down the center aisle and place items on the altar. Turn and walk together in pairs up the aisle to the rear of the sanctuary. If communion is served directly after the offering, remain at the rear of the sanctuary. If not, you may return to your seat.

After you have taken the bread individually, gather at the rear of the sanctuary. Once everyone has taken the bread and the ministers return to the altar, immediately come forward down the center aisle in pairs and line up at the steps. The minister will hand you a communion tray. Once all servers have trays, turn and begin serving the section

nearest you. The left person will serve the choir, the organist (set a cup on the organ) and small far left section of pews. The other four will serve the two center sections.

Silently coordinate with your partner which aisles each of you serve. If a worshipper will allow you to, hold the tray until the cup is taken. In that way, we truly serve each other. Do not panic if two trays come toward you at the same time; people are patient and will hold the tray until you are able to receive it. If there are worshippers sitting a great distance apart on the pews, it is best to serve them individually from each end and not ask them to get up and pass the trays. Be aware that some people are not able to hold the tray; hold it for them and then hand it to the next able worshipper in the pew.

If you finish serving your section of pews ahead of the others, you may help serve remaining pews. If you run out of elements, wait until a tray is available and then resume serving your section with that tray. Make sure that everyone who wants communion receives it.

Following distribution, servers gather in the rear of the sanctuary and come down the aisle in pairs back to the front steps. Hold the tray in one hand and take a cup for yourself with the other. After the cup is taken together, the minister will collect the trays and place them on the altar. Remain standing in the front of the church facing the altar until the minister has completed the prayer. After the prayer, turn and walk together in pairs up the center aisle to the rear of the sanctuary. You may return to your seat.

CLEANING UP

Communion cups need to be collected from the backs of the pews (also in the choir) and thrown away. Trays, bread plate, pitcher, and chalice are removed from the altar.

After the early service, leave any full cups in the trays. Refill with plastic cups and leave trays stacked for second service (You don't have to fill the cups with juice and wine). Rinse the chalice and pitcher and leave them in the kitchen for the second service.

After the late service, any left over filled cups should be poured into the pitcher, taken outside and poured onto the ground. All trays should be washed and dried, then refilled with clean, empty cups and stored in the communion cabinet to the right of the refrigerators. Also wash, dry and store the chalice, plate, and pitcher in the cabinet.

After both services, leftover bread should be crumbled and spread outside for the birds (Children often are eager to help with this task). Use a cloth to wipe crumbs and residue from the altar. Refrigerate any leftover wine and grape juice.

Thank you for your service in this most holy and ancient ritual.