

**WHITE BLUFF CHAPEL
COMMITTEE POLICIES AND PROCEDURES MANUAL**

1.2

COMMUNION DUTIES

2/18/2020

The Communion Coordinator is a member of the Worship Committee and will attend the meetings. She will be responsible for stocking the wafers and juice and storing the supplies. She will ask the Office Administrator to order the wafers and juice cups as needed. The Communion Coordinator is responsible for purchasing the juice. For Intinction services, she will purchase a large round loaf of bread and packages of Sandwich Thins needed to serve the congregation. All receipts will be turned into the office for reimbursement. The Communion Coordinator will train three (3) to four (4) other individuals who will also be responsible for preparing communion throughout the year.

The wafer trays, bread baskets, juice trays, wooden chalices and consumable supplies are stored in the second white cabinet from the kitchen in the Maurice Martin Fellowship Hall. Any opened juice in the refrigerator should be used first. COMM will be printed on the lid for identification purposes.

COMMUNION is the first Sunday of every month, unless changed for a special event. Communion is normally prepared the day before it is served. For traditional communion, a total of ten (10) wafer trays and ten (10) juice trays are prepared – six (6) trays for the front of the sanctuary and four (4) trays for the back.

Wafer – place a doily and twenty-five (25) squares in each tray. The lid with the cross is used to cover the six (6) trays which are placed on the communion table. The four (4) trays used in the back of the sanctuary are covered with an extra tray and placed on the sound cabinet.

Juice – put cups in every other space in the outer two (2) rows and completely fill the inner row of the two (2) trays used for the choir and for the 4 trays used for the back of the sanctuary. For the other four (4) trays, place cups in every other space and one in the very center. The choir trays are the top and bottom trays of the six (6) trays that will be placed on the communion table. Put all ten (10) fixed trays in the refrigerator in the storage room.

Two (2) small white plates – put a doily on a plate and place one (1) wafer & one (1) cup on each plate and cover each with a napkin. These are placed on the piano and organ, for the pianist and organist. During the cool months this can be done on Saturday. In the summer months, the bread can be placed on the plate, but the cup should be filled and placed on the plate on Sunday. (Or you can prepare a cup on Saturday and place in the top tray – and place on plate on Sunday.)

As Sunday attendance grows, the number of wafers and cups will be adjusted accordingly.

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The Flower Coordinator will place the white cloth on the Communion Table for communion. If it is not on the table on Sunday, it is found hanging in the west foyer closet. The Crucifix should be on the table also. It is in a box on the floor in the same closet.

On Sunday, take the trays to the sanctuary. The six (6) trays are placed on the communion table and the four (4) trays are placed on the sound cabinet. If needed, the Flower Coordinator will help arrange the communion table as the candles, Bible, Crucifix, flowers, offering plates and communion trays will need to be placed appropriately. After the service the trays and two (2) plates are taken to the kitchen, the leftovers thrown away and the trays cleaned so they are ready for the next communion service. Everything is returned to the cabinet.

COMMUNION SERVED BY INTINCTION is celebrated on Maundy Thursday and Christmas Eve, as well as some Sundays throughout the year. It is normally prepared the day before the service. The standard Intinction Service will have five (5) stations – each corner of the Sanctuary and the choir loft. Line five (5) baskets with a dinner napkin found in the pantry. Using electric knives (bring from home) or a serrated bread knife, cut sandwich thins into rectangles large enough to dip in chalice (approximately 1-1/2” by 1”). Put about fifty (50) pieces in one-quart Ziploc bags. Place a plastic cup into each of the five (5) wooden chalices. Pre-cut the large loaf half-way through the center and place it back into its wrapper. There may be a service where there will be only one station for Intinction. For this communion, we will visit with the Pastor to discern his wishes. As attendance increases, and for special services, the number of bread pieces will be adjusted accordingly.

The day of the service, the white cloth and Crucifix should be on the communion table. Fill the five (5) baskets with bread and cover each with a napkin. Fill plastic cups in the chalices three-fourths ($\frac{3}{4}$) full. Three of the baskets and chalices, are placed on the communion table, side by side, with the bread in the front and the cup slightly behind. Place two (2) baskets and two (2) chalices on sound cabinet for the back two (2) corners. The large loaf is put on the pottery plate, covered with a white satin cloth and placed, with the matching pottery chalice in the center of the communion table. Pastor will break the loaf and use the pottery chalice to bless the communion. At the end of the service, discard leftover bread and juice. Return the baskets and chalices to the cabinet cleaned and ready for the next Intinction Service.

Related Document in Organization and Procedures Manual:

[4.4.3 Worship Committee](#)