

Communion Preparation

***We are still working through the logistics of 2 services. Please touch base with Pastor Jason prior to your scheduled day.**

Supplies that need to be pre-purchased:

Order **2 loaves of sliced white sandwich bread** from Tait's downtown bakery (613) 342-3567. Advise them that you will pick them up from the uptown location. They must be ordered in advance to be picked up on Friday or Saturday. These loaves should be frozen prior to cutting into cubes on Saturday evening. So they don't unthaw before being cut it is recommended they be temporarily stored in one of the two freezer compartments in the church kitchen.

1 package of pita bread, (if none available in fridge).

2 large bottles of Welch's grape juice (unsweetened if available).

1 bag of gluten free communion wafers (individually packaged). (Dani Allen orders the gluten free wafers).

Additional Supplies:

Juice and bread trays and their **covers** along with **one large silver, metal goblet** and a **silver plastic tray** are located in the bottom (left-hand side) of the communion table, which is at the rear of the sanctuary. **Table cloths**, (3 small round and 2 large rectangular) are located in the top (right-hand side) drawer. The **communion cups** and **juice dispenser(s)** should also be located in bottom right-hand side of the table. Additional cups are located in Herman Bak's office on the storage shelves. Utilize the kitchen trolley table to take the trays, covers, communion cups and dispenser(s) into the kitchen.

Preparation on Saturday:

Place **plastic communion cups** in tray cup holders and using the juice dispenser(s) fill approx. $\frac{1}{2}$ with juice. Place 4 - 5 cups with water in the center of each tray. **Fill twelve (12) trays**. Using the covers, place the trays in the large fridge.

Once the bread is completely frozen, cut off as much of the crust as possible and cut the bread into small cubes. Fill **12 communion bread trays** so they are slightly higher than the brim and not overflowing. Place **3 packaged gluten free communion wafers** on top of each bread tray. Using covers, place in the large glass door fridge. (You may have to re-arrange existing items in the fridge to make room). *Save the bread bags for later use.

Place one pita bread on the round silver plastic tray. Put a very small amount of water in the silver goblet. Cover both with a napkin and place in the large fridge.

Place the extra cups and the washed dispenser(s) back into the communion table and clean off the kitchen counter ensuring all crusts are placed in the bread bag(s) and stored in one of the other two fridges for Brian Davis to retrieve them.

Saturday evening – Sanctuary set- up:

Move **Communion table** to the front of the sanctuary and remove the **5** previously mentioned **table cloths**. Center the table a few inches away from the front of the stage, with the Cross facing forward towards the congregation. First cover the table with one of the large white, rectangular table cloths,

being careful not to cover the Cross in front. Place the second large rectangular white table cloth on a seat in front of table for use Sunday morning.

Retrieve a **small round table** from the Boulevard and place it approx. 1 ½ yds. immediately to the left of the communion table. Cover the table top with one of the 3 round white table cloths. Place one of the remaining 2 table cloths on the chair for use Sunday morning. The remaining small white round table cloth is to be taken upstairs to the balcony and placed on the table just inside the doors. This cover will be utilized to cover the communion elements Sunday morning

Sunday morning- Sanctuary set-up:

Arrive at approximately 8:15 a.m. to prepare the communion tables for the 9:00 am Service so that it is completed prior to the congregation arriving. After the 9:00 am service, make sure that everything is ready for the 10:30 am service. These duties can be shared with someone else if needed.

Sanctuary: Main Level

Using one of the kitchen trolleys carefully bring **10 trays of juice** into the sanctuary and place into 2 adjacent stacks of 5 trays each on the large communion table and cover each stack with a lid. Place two stacks of 5 bread trays in front of the communion trays and cover them as well. Finally, retrieve the large rectangular table cloth off the chair and cover the communion elements, being cautious again not to cover the Cross on the front of the communion table.

The silver tray and goblet are centred on the small table and covered with the second small round table cloth, previously left on the chair.

Balcony

Take **2 trays of juice with one 1 cover** and **2 trays of bread with 1 cover** upstairs to the balcony communion table. Cover the trays with the round table cloth left there Saturday evening.

Cleanup

After most of the congregation has left the main **sanctuary and the balcony**, utilize the trolley to take the trays back into the kitchen. Dump out the left over juice and water into the sink and after briefly rinsing the cups off place them in the garbage. The left over bread is placed in the 'saved' bread crust bag(s) and placed back again in the fridge.

Rinse all of the trays and dry them thoroughly. Return them to the left-hand side of the communion table and place all of the folded table cloths, back into the top drawer. All soiled table cloths should be left atop the kitchen counter for laundering. Return all tables to their original locations.

Ordering communion cups - Notify Herman Bax