

## INTINCTION COMMUNION INSTRUCTIONS

**Before you begin -**

**ALWAYS start with clean hands, and remember to use gloved hands when handling food.**

Items Needed (most items found in upper or lower cupboards to right of sink)

- Four single (small) chalices or two divided chalices (use 4 if four servers, 2 if two servers)
- Large chalice
- Pottery pitcher
- Three tan bread plates
- Five packages (rolls) of wafers
- Round wooden tray containing six plastic cups
- Bottle of wine in locked cabinet, bottom right cupboard from sink
- Grape juice in small refrigerator
- Gluten-free wafers
- Two cloth napkins (located in drawers to the left of the sink).

**9:00 AM Communion Prep - Please arrive in the sacristy by 8:30 AM.**

1. Fill the chalices as follows:
  - i. If using 2 divided chalices, fill the large side with wine (2/3 full) and the small side with grape juice.
  - ii. If using 4 single chalices, fill 2 with wine and 2 with juice, filling each about 2/3 full.
2. Fill the pottery pitcher with wine, about one-inch deep
3. Empty 3 packages of wafers and split evenly between 2 plates. Place the remaining two packages on the 3rd plate unopened with only the end cut off. Place a napkin over the 2 plates with loose wafers.
4. On wooden tray, fill 3 plastic cups with grape juice and 3 cups with wine. Place 6 gluten-free wafers or crackers on the tray.
5. Place all chalices, two wafer plates (1 with unopened packages, 1 opened), and wooden tray on the altar as shown in the picture
6. The pottery pitcher and the remaining plate of opened wafers should remain on the sacristy table. This will be carried by the servers to the altar during the church service.
7. **Prep and set-up should be ready by 8:50 AM.**

**10:30 AM Communion Prep - Please arrive in the sacristy by 10:00 AM.**

1. Return any pitchers, plates or chalices from the altar area to the sacristy before you start
2. Pour wine from large chalice back into pitcher and rinse the chalice with water and dry.
3. Empty 3 packages of wafers and split evenly between 2 plates. Place the remaining two packages on the 3rd plate unopened with only the end cut off. Place a napkin over the 2 plates with loose wafers. (this is the same instruction as 9:00, if wafers are remaining from the 1st service, simply restock to get back to reasonable levels)
4. On wooden tray, fill 3 plastic cups with grape juice and 3 cups with wine. Place 6 gluten-free wafers or crackers on the tray. Again, restock to these levels for 10:30.
5. Place the chalices, two wafer plates (1 with unopened packages, one opened), and wooden tray on the altar as shown in the picture
6. The pottery pitcher and the remaining plate of opened wafers should remain on the sacristy table. This will be carried by the servers to the altar during the church service.
7. **Prep and set-up should be ready by 10:20 AM.**

## Instructions for the Church Service

1. Return to the sacristy following the sermon to pick up the plate and pitcher, then proceed to the atrium.
2. Following the offering, you will lead the procession of ushers, side-by side down center aisle of the sanctuary. When you reach the steps at the end of the aisle, split and walk around the chancel area (steps and altar area) back behind the arches. You'll meet in the middle behind the arches, walk up the chancel steps, and place the plate and pitcher on the altar or into the pastor's hands, depending on their preference or direction. Return to the back wall behind the arches facing forward until directed to come back to the altar.
3. Following the words of institution, the pastor will invite you up the steps and give you communion. After you have communed, the pastor will give you any necessary instructions, then follow their lead. Typically, the pastor will be closest to the middle, followed by the wine then grape juice chalice(s) to the outside.
4. The pastor or other officiant will hand a wafer to the parishioner, who then will come to dip the wafer in either wine or juice. Your words to them when the wafer is dipped should be, "The blood of Christ, shed for you." Take your time with your words, and you may even wish to look the parishioner in the eye.
5. Once all have received communion, a pastor may ask you to follow them out into the congregation to offer communion to someone who may not be able to come forward. Again, follow the pastor's lead as they will tell you what to do.
6. Next, the pastor may ask you to give them communion. Follow the directions given to you by the pastors.
7. When communion is done, carry the chalices and plates given to you by the pastors to the sacristy. When the worship service is done, everything can be returned to the sacristy. The 10:30 servers can follow the clean-up instructions on the next page.