

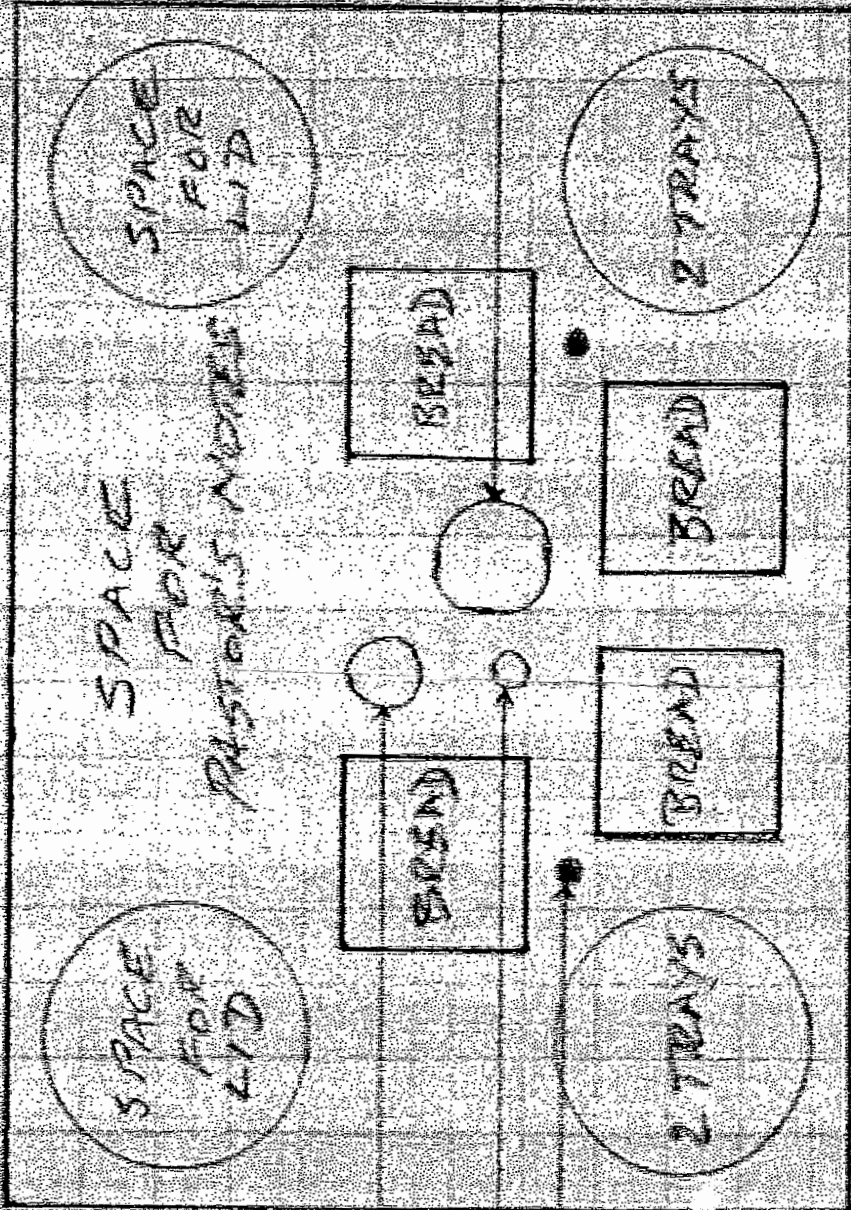
KEARSARGE COMMUNITY PRESBYTERIAN CHURCH COMMUNION PREPARATION

DAY BEFORE

1. Purchase one package of pita bread (small ones). Church provides the juice.
2. With clean hands, tear or cut bread into bite-sized pieces, keeping one whole for symbolic tearing by the Pastor. Put all back in bag to carry to church in the morning.
3. Consider doing items 3 through 6 below (store filled trays in the refrigerator in the kitchen).

COMMUNION MORNING

1. Arrive 45 minutes before the service starts if all preparation is being done on Communion morning. If items 3 through 6 are done on the day before, arrive 30 minutes before the service starts.
2. Get the pitcher, the chalice and the white communion plate from the communion table in the Sanctuary,
3. Find 4 metal bread dishes (in boxes), 5 communion cup trays (4 shiny, 1 dull) and 3 lids, grape juice, and 4 white cloths, in the upper and lower sections of the tall cabinet to the left of the sink in the choir robing room.
4. The plastic communion cups are in the lower section, and the bottle, funnel and pump for filling them are in the upper section of the choir room cabinet.
5. Each of the trays holds 40 cups.
6. Put the communion cups in the trays. Fill the bottle with grape juice. Screw the pump tightly onto the bottle. Fill all 5 trays of communion cups. Stack and cover the 4 shiny trays with 2 lids. Cover the dull 5th tray with a lid and put it on one of the shelves above the coat racks in the Narthex in case it is needed.
7. Divide the bread pieces among the 4 metal bread dishes and put one whole pita on the white communion plate.
8. Fill the pitcher with enough grape juice to half fill the chalice.
9. Carry the 4 metal dishes of bread, the communion plate of bread, the 4 shiny trays of communion cups, the pitcher and the chalice to the communion table in the Sanctuary. Arrange them as shown in the diagram. Cover the 4 bread dishes with the white cloths.
10. After the service, collect everything from the communion table and the tray from the shelf in the Narthex (the ushers collect and dispose of the used cups from the pews). Count the unused cups in the 5-cup trays, subtract from 200 and note the result (the number of people who received communion) on the Ushers' Attendance Pad in the rack on the wall just inside the Sanctuary.
11. Wash all trays and dishes and store in the cabinet. Replace the communion plate, the pitcher and the chalice on the communion table. Take the white cloths home, launder and return to the cabinet. Take home any opened & unused communion elements (both bread & juice). These can be used at your discretion. (Book of Order) W-3.3619



COMMUNION
PLATE

SPACE
FOR
LID

SPACE
FOR
PITCHER'S
NECK

BREAD

2 TRAYS

BREAD

BREAD

BREAD

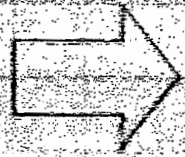
SPACE
FOR
LID

2 TRAYS

PITCHER

CHALICE

CANDLES



CONGREGATION