

## Communion Setup:

- 1) Communion packets are in the Secretary's office. If more need to be made, just place a napkin and a communion kit in a baggie and seal. All supplies are on the back shelf by the microwave in the office. We usually have about 50 prepared packets on hand and 12 gluten-free packets (which are labeled).
- 2) Roll a table out by the doors as you enter the sanctuary
- 3) There is a white tablecloth in the basket with the communion packets, put that tablecloth on the table.
- 4) Set on the table the following:
  - the basket of communion packets
  - the basket of gluten-free packets
  - the communion sign asking attendees to take a communion kit to their seat.
- 5) As far as Pastor's set up, in the Communion Room to the west of the pulpit there is a pitcher, goblet, and small plate in the bottom right drawer in the room. Set these on the altar.
- 6) In the bottom left side cabinet there is bottled grape juice. Pour one bottle into the pitcher.
- 7) You will need to bring a roll of bread. Score it so it's not difficult for Pastor to pull apart. Set the bread on the small plate.
- 8) Set this all out on the Communion table & cover it all with the white cloth which is in a Tupperware container with a green lid on the bottom right cabinet with the goblet and plate.

## For Cleanup:

- 1) Wash the dishes
- 2) Return everything where you found it so it is ready for next month