

## PREPARATION INSTRUCTIONS FOR COMMUNION BY INTINCTION

### First Presbyterian Church, Salina, KS

#### 1. SUPPLIES:

- **Elements:** All supplies except ceremonial loaf and bread cubes are stored in the lower cupboard on east wall in the Sacristy.
- The communion preparers are asked to purchase the round ceremonial loaf (**unsliced** round sourdough bread if available) and a second loaf for cutting into cubes. Please cut bread into cubes large enough to easily accommodate holding and dipping the cube into the chalice (at least 110 squares total) the day before it is to be used. Gluten free wafers, wrapped individually, are also to be used (four placed on each bread plate) and are stored in Sacristy cupboard.
- **Disposable communion cups:** Use the **clear** cups for wine, **grape-colored cups** for the grape juice. Please inform church office when the supply is low.
- **Doilies for bread trays.** These are stored in a drawer in the Sacristy. Use the small doilies (5-6" size for bread trays and for the ceremonial loaf tray). Please inform the church office when the supply is low.
- **Table cloths:** The communion tablecloths are hanging in Sacristy closet. A protective plastic rectangle piece is available in the Sacristy and should be placed under the elements. Please check the tablecloth during the cleanup for spills and inform the church office if it needs to be laundered.

#### 2. PREPARATION:

- All equipment is stored in locked Sacristy cupboards (key is located in closet).
- Preparations should start no later than 8:30 a.m. so as to not interfere with choir practice in the chancel.
- **Fill the ceremonial silver pitcher one-fourth full with grape juice. Fill two of the large chalices with wine and one of the large chalices with grape juice – put a gold sticker (stored in drawer with doilies) on chalice with grape juice. Leave the small chalice empty. Make a partial cut (1/2") on the bottom of the ceremonial loaf so that it can be broken easily by the pastor. Put a doily on the plate for the ceremonial loaf. Put a doily on each of four bread trays and put 25 bread cubes and 4 gluten-free wafers on each tray.**
- Prepare one cup tray and one bread tray for the "rover", who will serve persons who cannot come forward for intinction. (They will be served while they remain seated in their pew.) **Put 10 bread cubes on bread tray. Fill 6 grape color cups with grape juice and place in outer ring of cup tray. Fill 6 clear color cups with wine and place in an inner ring.** If desired, use plastic cup fillers (stored in the upper cupboard, left of east window) to fill cups (DO NOT FILL TOO FULL). **Place the cup tray and bread tray on the seat of the first pew closest to front of sanctuary, north alcove.**
- Put one filled individual cup (use grape juice) and one piece of bread on a small plate and place on top of the organ for the organist.
- Take all of the elements to the chancel and arrange on communion table according to diagram on back. Please check with the pastor once the table is set to see if everything is in place.

#### 3. CLEAN-UP:

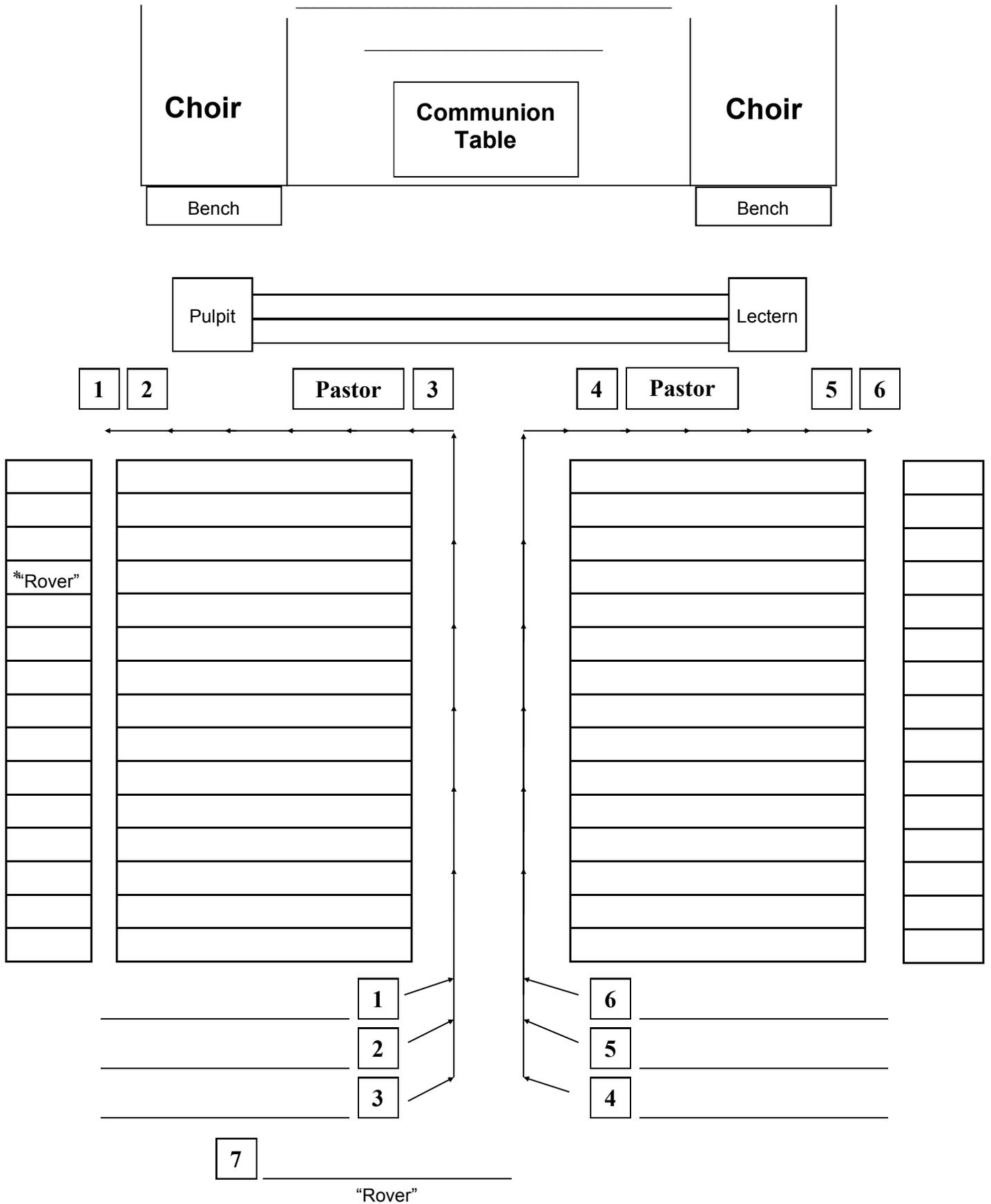
- Following the service, wash the chalices, pitcher, bread trays, and cup tray. Put these items in protective bags and return to the communion cupboard.
- Dispose of any leftover bread, juice and wine.
- Re-lock cabinets and put away key.

THANK YOU! For your willingness to help in this special way!

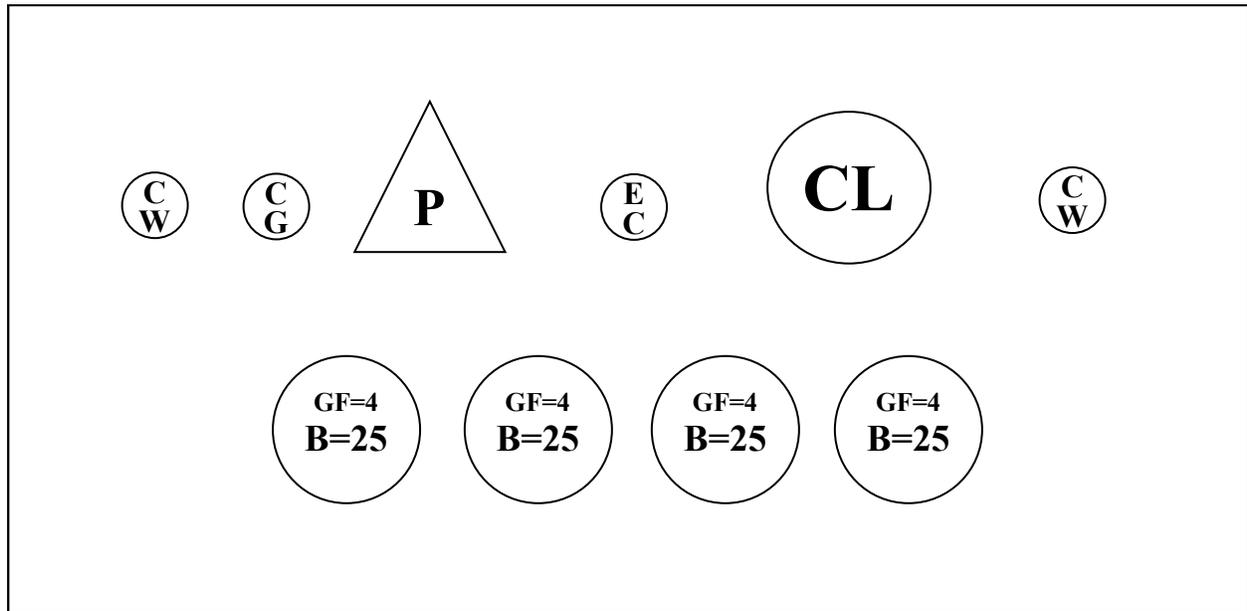
**NOTE:** First Presbyterian and Sunrise Presbyterian alternate months in furnishing leadership for the first Sunday in the month 3:00 p.m. Presbyterian Manor worship service in the Pres Manor Chapel. FPC is responsible for the odd-numbered months (1-3-5-7-9-11) and Sunrise is responsible for the even-numbered months (2-4-6-8-10-12). Ordinarily, the FPC pastors conduct the Chapel service. They will need 50 crouton size cubes (placed in a zip-lock plastic bag) and the ceremonial loaf from the FPC communion service to take with them to the Manor service. The FPC communion preparers are asked to add this to their Sunday morning duties. The set-up for the Manor service (including the grape juice) is handled by a separate committee and is not the responsibility of the FPC preparers.

# COMMUNION SERVERS DIAGRAM

(Intinction)



# Communion by Intinction



\*\*Prepare separate plate for rover w/ 10 bread cubes, 6 cups of grape juice & 6 cups of wine.  
Place the cup and bread tray in **seat of the first pew closest to front of sanctuary, north alcove.**

(front of table facing congregation)

## Key to Diagram:

B = Bread trays

GF B = Gluten free bread

CW = Chalice with wine

CG = Chalice with grape juice

CL = Ceremonial loaf

EC = Empty chalice

P = Pitcher (filled  $\frac{1}{4}$  full with grape juice)

## **INFORMATION for COMMUNION PREPARATION**

### **SUPPLIES**

#### **Communion by Intinction**

- 1 ½ bottles of 6 oz. red wine (Reunite is suitable)
- 2 ½ bottles of 10 oz. grape juice (Welch's brand is preferable)
- 2 loaves of bread, one for ceremonial loaf and one cut in cubes (sufficient in size for using to dip in a chalice, a total of 110 pieces)
- 1 ceremonial loaf; purchase the **unsliced** 15 oz. sourdough loaf if available

#### **Regular Intinction**

- 2 bottles of 32 oz. grape juice (Welch's brand is preferable)
- 1 ½ bottles of 28 oz. red wine (Reunite brand is suitable)
- 3 loaves of bread, one for ceremonial loaf and two cut in crouton-size pieces (a total of 300).

#### **Other Supplies**

Individual communion cups, both clear (for wine) and grape-colored (for grape juice), and gluten-free bread wafers are stored in bottom shelves of cupboards on east wall of sacristy. When supply of any of these items gets low, this information should be conveyed to the Office Manager who will re-order the supplies.

#### **Tablecloths**

Currently, there are two communion table cloths – a white cloth, with a tatted cross, and an embroidered cloth, hand-made by women in a Reformed Church in Hungary, given to the church from Dr. & Mrs. Bernard Hawley.

#### **Manor Communion**

First Presbyterian and Sunrise Presbyterian alternate months in furnishing leadership for the first Sunday in the month 3:00 p.m. Presbyterian Manor Chapel worship service. FPC is responsible for the odd-numbered months (1-3-5-7-9-11) and Sunrise is responsible for the even-numbered months (2-4-6-8-10-12). Ordinarily, the FPC pastors conduct the Chapel service. They will need 50 crouton size cubes (placed in a zip-lock plastic bag) and the ceremonial loaf from the FPC communion service to take with them to the Manor service. The FPC communion preparers are asked to add this to their Sunday morning duties. The set-up for the Manor service (including the grape juice) is handled by a separate committee and is not the responsibility of the FPC preparers.

*Revised 7/2018*