

PREPARATION INSTRUCTIONS FOR REGULAR COMMUNION

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 additional bread for cutting into crouton-size cubes. 300 bread cubes will be needed. 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. Check with the Church Office as to location of key. Preparations should start no later than 8:00 a.m. so as to have the table set up before choir practice.
- **Use 12 cup trays (10 trays for serving in pews, two for pastors to serve choir). Fill every other cup of the outer ring. Fill the inner rings with wine.** Use plastic cup fillers (stored in the upper cupboard, left of east window) to fill cups (DO NOT FILL TOO FULL).
- **Use 12 bread trays (10 trays for serving in pews, two for pastors to serve choir). Place 25 bread pieces each on bread tray.**
- **Fill silver pitcher one-half full of grape juice. Leave the one chalice that will be on the communion table empty. Make a one-quarter inch cut on the bottom of the ceremonial loaf so that it can be broken by the pastor. Place loaf on a bread plate.**
- 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. Put the base for communion trays on table and stack filled wine trays on top. Please check with the pastor once the table is set to see if everything is in place.

3. CLEAN-UP:

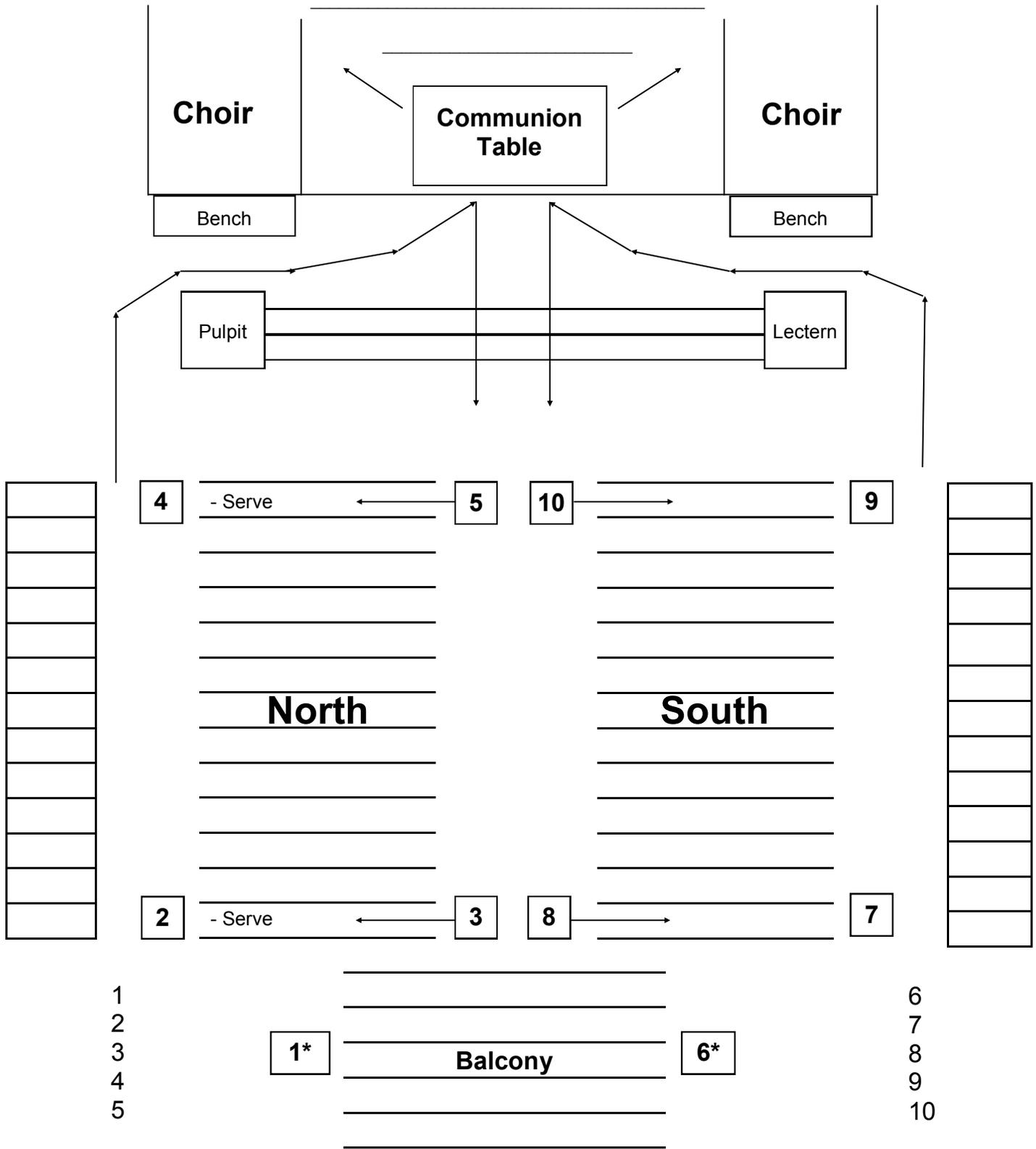
- Following the service, empty and discard all individual communion cups. Wash the chalice and pitcher, bread trays, and cup trays. Put these items in protective bags and return to the communion cupboard. Dispose of any leftover bread, juice and wine. Re-lock cabinets and put away key.

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

(Served in the Pews)



***1 & 6 take both bread and cup tray; return only at end**

INSTRUCTIONS FOR COMMUNION SERVERS

(Regular Communion by passing trays)

First Presbyterian Church, Salina, KS

1. You may be seated anywhere in the sanctuary during the main part of the service. When the pastor leads the liturgy during the Eucharist, during the Prayer of Great Thanksgiving, go to the narthex and line up, as noted below, with **1 & 6 at the front of the line**. When the pastor gives you a signal, go to the front of the sanctuary using the side aisles. Then when the pastor indicates for you to move forward, use the north/south steps of the chancel to get your bread tray (**except for 1 & 6 who will each take a bread and a juice tray to serve congregants in the balcony**).
2. Leave chancel by center steps to designated places (see back) and begin serving, also serving those in the side pews. **#s 2, 3, 7, 8 go to the narthex and work toward the front of the sanctuary. #s 4, 5, 9, 10 begin at the front of the sanctuary and work toward the narthex.** When all pews have been served with the bread trays, return to the narthex. The person who returns to the narthex first should serve the ushers and anyone seated in the Parlor. The pastors will serve the choir.
3. When all servers have finished and returned to the narthex, line up as before and return to the chancel with your bread tray. The pastors will take the trays from you and give you a juice tray. As before, now take a juice tray and proceed to your designated place and begin serving.
4. When all servers have finished serving the entire congregation, return to the narthex and line up again. **#1 & 6 will have returned from the balcony and will be at the front of the line. The pastors will take all trays and place them on the communion table. All servers should line up across the space in front of the pews.** The pastors will then serve the servers, followed by the pastors serving each other. Once this has been completed, the servers will return to their seats in the sanctuary.

1.

2.

3.

4.

5.

6.

7.

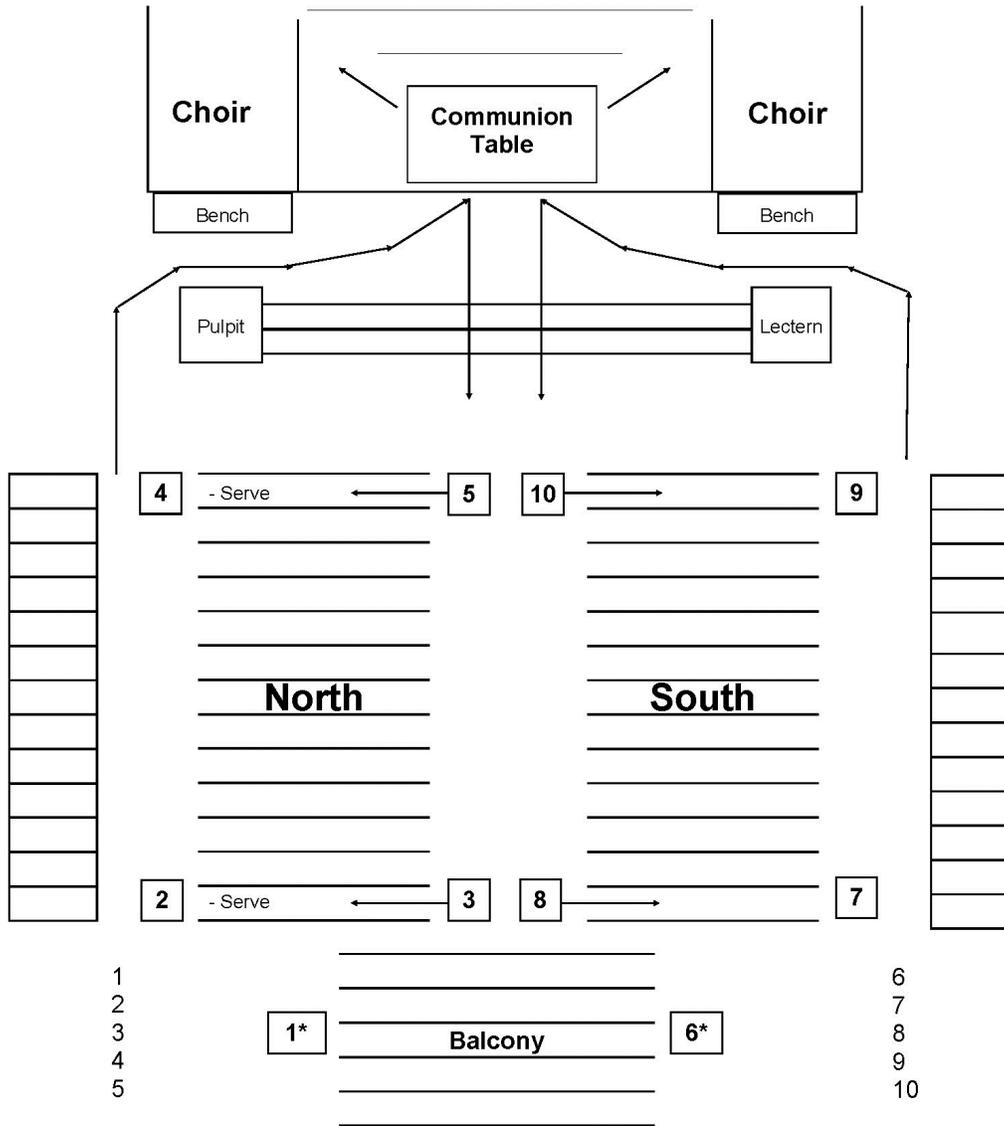
8.

9.

10.

COMMUNION SERVERS DIAGRAM

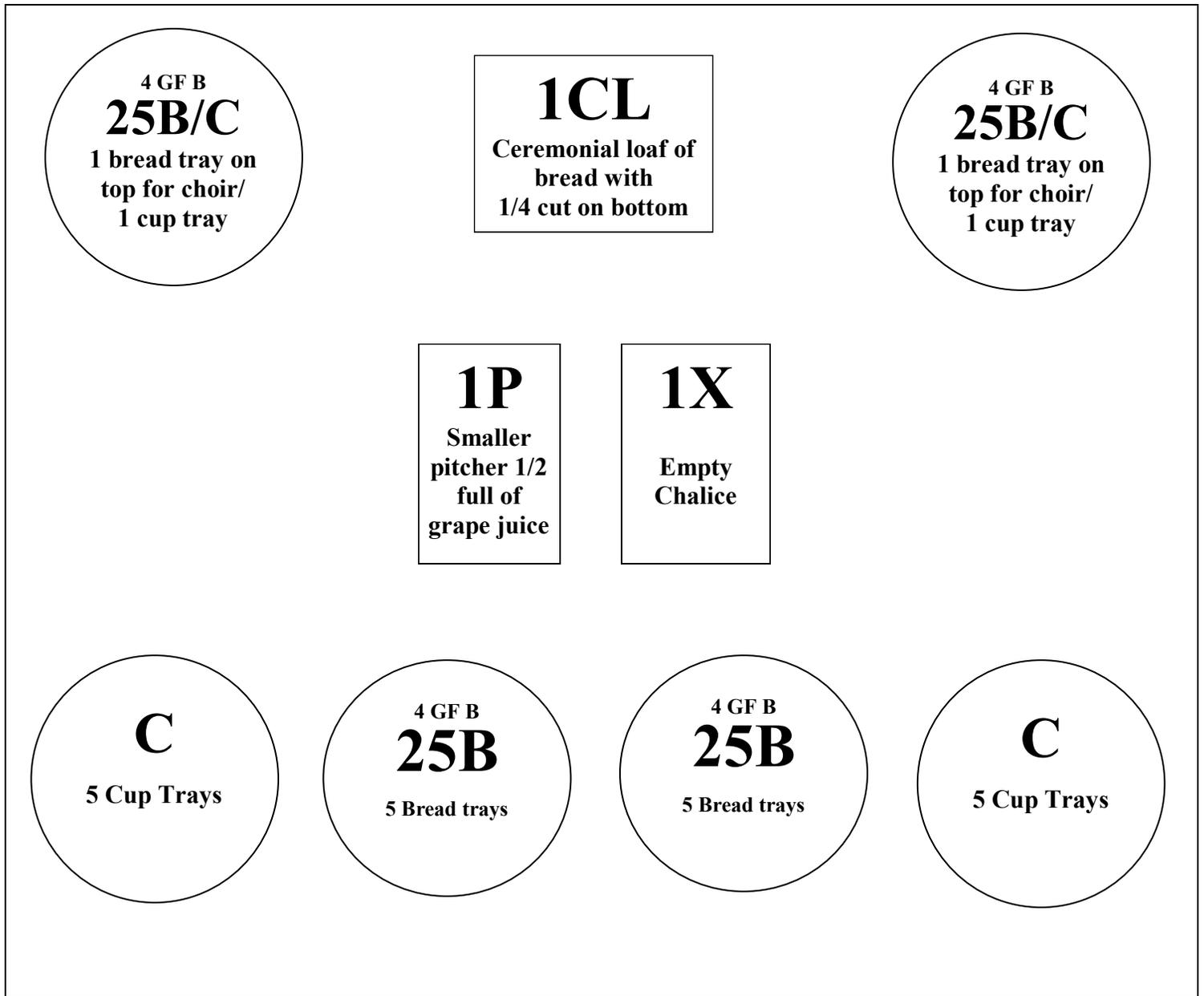
(Served in the Pews)



***1 & 6 take both bread and cup tray; return only at end**

- | | |
|-----------------------------|------------------------------|
| 1. North balcony _____ | 6. South Balcony _____ |
| 2. North back side _____ | 7. South back side _____ |
| 3. North back center _____ | 8. South back center _____ |
| 4. North front side _____ | 9. South front side _____ |
| 5. North front center _____ | 10. South front center _____ |

Regular Communion



(front of table)

Balcony: 2 bread trays, 2 cup trays
Main Floor: 10 bread trays, 10 cup trays

Key to Diagram:

B = Bread trays (25 cubes each tray/300 cubes total)

GF B = Gluten free bread (4 per bread tray/48 total)

C = Cup trays

X = Chalice

P = Pitcher

CL = 1 Ceremonial loaf of bread