

# COMMUNION CHECK LIST



## The Week before Communion:

1. Call Robin at the Church office [864/232-8123] to check on any weddings or funerals the Saturday before Communion Sunday.
2. Pick up the keys for the Church and the Communion closet from the Church office before closing on Friday. These will be in Allison's box. REMEMBER CHURCH CLOSSES EARLY ON FRIDAYS!
3. Contact the bakery you prefer and ask them to hold 2 small loaves of bread for you for the center plate. (Why? - If you do not go over the church early in the day, these smaller loaves sell out and you will be scrambling if you don't reserve a pair!) Try to avoid a lot of sesame-seed, as they tend to spill all over the place. Also check the church to see if there is a sufficient amount of grape juice and cups. Look at the linens to determine if they need to be cleaned.
4. Check with Kristie Tennent (864-872-3229) or Trish Gwinn about how many homebound communion baskets will be needed for Sunday afternoon. If this is not certain, make up 5.

## The Day before Communion:

**\*Gloves are in the drawer\*/ Wash hands frequently.**

1. Get 2-3 large loaves of bread, trim the crust away and cut into **GENEROUS SIZED pieces.** Place about 50 pieces per bread tray. Put additional pieces in a baggy to replace the supplies during the Sunday School hour. \*\*\*MANY CHOOSE TO CUT THE BREAD UP AT HOME\*\*\*\*
  2. You'll find the Extended-Communion baskets in the office on the shelves across from the mailboxes. Each basket will need:
    - a. About 8-10 pieces of bread per baggy. One baggy per basket.
    - b. About 4-5 communion cups per basket.
    - c. A small bottle of juice, plastic plate and a napkin
    - d. Copy of the bulletin and the Extended-Communion litany.
- \*\*\*Remember the juice is in the upper right cabinet. Cups are in the bottom middle drawer. \*\*\***
3. Fill the pitcher about ½ full with grape juice.
  4. Use the 2 small loaves of bread for the center tray for the Minister to 'break-one at each service'. Make a cut along the bottom crust so it will break easily.
  5. Set out 1 chairs on the front short pew
  6. Put the reserved signs on the front pews
  7. Prepare the silver trays with the bread and juice
  -

# COMMUNION CHECK LIST

- 8. Set up the table cloth/silver trays, center bread tray, pitcher and cup.
- 9. Clear out any trash.
- 10. Put any leftover grape juice in the refrigerator in the kitchen.
- 

## The Day of Communion:

- 1. Clean out the communion cups from the pews between the 8:45 am service and the 11:15.
- 2. Restock the bread and wine trays as needed for the next service.
- 3. Police the area for any crumbs, etc. Check with Tony if there is a real disaster.
- 

## After Communion:

- 1. Clear out the pews of empty communion cups and pull off the reserve signs.
- 2. Put any partially used Juice bottles in the refrigerator
- 3. Clean and dry the trays, goblet and pitcher and wipe them down with the silver cloth if needed.
- 4. Put everything back in protective coverings and lock the cabinets.
- 5. If the tablecloth is still pristine- put it back on the large roll hanger. If not, you should either take it to be cleaned and return it to the church or notify Kristie Tennent that it needs cleaning.
- 6. Put the keys back in the church office in the mailbox!
- 

Call if you have any questions or concerns!

Thank you so much for your willingness to serve.

The Worship Committee



**Kristie Tennent**

**Cell# 864-872-3229**