

WILTON PRESBYTERIAN CHURCH
Guidelines for Communion Prep and Service served
Updated March 2023

1. Prepare the Communion Table:
 - a. The tablecloths are hanging in the storage closet off the Gathering Space; white is used on Communion Sundays (except during Lent, when the Table is bare)
 - b. Place stack of 4 offering plates on the Table.
 - c. Move the cross to a wooden pedestal in front of the pulpit (pedestal is stored in the Gathering Space coat room area)
 - d. Light the candles after choir practice ends, around 9:45 (lighter is inside the Table)
 - e. All communion elements and serving trays should be on the Table by 9:40

2. Mark Scripture Passages: Open the Bible on the lectern to the scripture passage for the Lay Reader, as noted in the bulletin. If there is more than one passage, mark the additional pages with the ribbons attached to the Bible.

3. Prepare the Elements:
 - a. Grape juice should be straightforward purple juice, not a juice blend. Check the refrigerator for any juice remaining from prior months.
Bread should be gluten free. Popular brands are Schar or Canyon Bakehouse.
 - b. Five or nine plates of bread are prepared and placed on the Table, most often five. Line the plates with doilies. (one plate during the summer)
 - c. Trays, plates, carafes and chalices are stored inside the communion table and in the gathering space closet, as well as the white plastic device used to fill the individual plastic cups. Five serving trays are normally used. Depending on anticipated attendance as many as nine can be used.(check with Worship Chair or Pastor)
 - d. The plastic cups are located in storage closet off the Gathering Space.
 - e. Either five or nine plates of bread are prepared and placed on the Table separately.
 - f. Either five or nine trays of juice are prepared as follows and placed on the Table in 2 stacks, with lids on top. Fill every other opening with cups with grape juice and few with water at the center.
 - g. One plate with a whole loaf of bread (partially sliced in middle so it will be easier for the Pastor to tear in half) and the chalice are placed together in the center of the Table.
 - h. One clear glass carafe is partially filled with juice for the pastor to pour the juice into the chalice while reciting the litany.

4. Clean-Up:

- a. Remaining cups, juice, and bread from serving trays may all be discarded (if someone would like to take the leftover bread home to feed birds, wonderful!)
- b. Rinse and dry serving trays; return clean/dry trays, plates, cup fillers, and chalice to storage area inside the communion table and inside the gathering space closet.
- c. If there is juice remaining in its original container, label it as “WPC communion” and include the date, then place in refrigerator (left side, top shelf) for future use (labeling stickers and pens can be found in drawer to right of sink)
- d. Give receipts for bread and juice purchases to Worship Chair
- e. Either bring your own dish towels for clean up or use one from the towels stored in plastic bin in the gathering space closet. Be sure that the used towels go out with the table clothes from coffee hour to be laundered.