

COMMUNION SET-UP CHECKLIST

- The following communion ware is normally set up on the altar:
 - the chalice;
 - the wine decanter;
 - the paten;
 - the reserve wafer container;
 - the small silver spoon and accompanying oval tray;
 - the tray that holds the individual cups of grape juice;
 - the tray with individual wine cups; and
 - two (white cloth) wipes

- The proper location of these is illustrated in the diagram on the top of the communion ware cabinet in the sacristy.

- The chalice should be left clean and empty.

- The paten, with about two dozen wafers, is placed on the chalice.

- The wine decanter should be filled approximately 2/3 full from the reserve wine in the bottom of the cabinet.

- The reserve wafer tray should be filled, **including one-half dozen gluten-free wafers** (brownish in colour).

- The two trays that hold the individual cups should have one tray filled and the second tray should have the outer ring filled.

To be noted:

1. While replenishing and setting up the communion ware, it is important to remember that the bread and wine that are left over from communion are consecrated and need to be given extra respect. The wine that is left in the individual cups can be returned to the decanter because lips have not touched the cups. The wine that is left in the chalice, however, cannot be returned to the decanter and cannot be disposed of by pouring it into the sink or into the toilet. It must be taken outside and poured on the ground. Likewise, the remaining grape juice cannot be re-used and must be poured on the ground.

2. The altar can be set up the evening before the communion service with the exception of the grape juice. In that length of time grape juice will start to go bad and will take on a bad taste. The tray of grape juice needs to be kept in the fridge overnight and placed on the altar before the service.

3. When all of the communion ware has been set up on the altar, all of it, with the exception of the wine trays, should be covered with the veil.
4. If there are enough communicants that the supply of wafers is used up, there is an extra reserve of wafers stored in film canisters inside the altar to the far right, top shelf.
5. A container to collect the empty individual cups is to be placed in a location that is easy for communicants to use.
6. After the service the used communion ware is to be taken to the kitchen, washed and returned to the communion ware cabinet.
7. Washing Instructions:
 - a. The individual cups should be washed in soap and water and rinsed in a solution of water and bleach.
 - b. The Chalice and the other silver items should NOT be rinsed in the bleach, as this will ruin the silver and its protective coating.**
8. If it appears that there is a shortage of bread or wine, then it must be reported to one of the Elders immediately, so that the discrepancy can be corrected in time.
9. There usually are two cubes of grape juice in the freezer to be used for communion. One cube of grape juice can be defrosted in the microwave for each communion service. If it appears that the supply is getting short, then it should be reported to one of the Elders.
10. The two wipes that were used during communion will have wine stains on them. They should be taken home and cleaned with a solution of oxiclean or similar type cleaner to get rid of the wine stain. The veil will normally not have wine stains on it. However, if it does become stained, then it too will need to be removed for cleaning.
11. The altar will often get stains from the communion ware and should be wiped down if necessary.
12. The plastic squeeze dispenser that is used to fill the individual cups with wine must be rinsed out and left open so that it will dry out.