

Role Description – Communion Preparation

Communion is an important part of our church services as we share together as a congregation in remembering Christ and the new life we have in Him through His death and resurrection. The communion preparation role is very much a behind the scenes role but is extremely important in blessing and enabling to congregation to partake in communion. Please consider aspects of your role that may hinder or distract people whilst they partake in communion. These may be such things as not having enough bread in the plate or cups of juice in the tray or having dirty glasses or trays etc.

Some practical steps.

- Arrive at least 30 minutes early, so that the Communion table is prepared and ready well before the service starts.
- Determine on arrival if you will need to prepare extra cups and bread. i.e. when a larger congregation will be attending for a special service such as a Dedication or Baptism service.
- Ensure good hand washing throughout preparation. If you would prefer, use food preparation gloves.
- Clean & sanitise preparation area prior to preparation as well as after.
- You can prepare communion in the Communion Prep room or in the Kitchen, whichever is your preference.

General Notes

All supplies are kept in the communion prep room.

- Juice is kept in the fridge
- Bread is kept in the cupboard
Please advise the Administrator when the last bottle of juice or box of bread is opened.
- Glass cups, filling bottles and communion trays are kept in the cupboard.
- Tea towels are kept in the drawer of the sink cupboard
- Notebook for recording Communicant numbers is kept in the drawer of the sink cupboard (see below for details on how to do this).

Preparation

- Use bread insert trays to hold communion bread. 25-30 per tray.
- Prepare 100-120 serves of communion juice in glass cups.
- Place 3 Gluten-Free Bread zip-lock bags on each tray (leave a gap between some communion cups to fit these on the tray).
- Prepare an individual serve for the Host and place on podium.
- Prepare an individual serve for the musician playing during communion and ask them where they would like it placed.
- Place trays on communion table at the front of the auditorium.
- When carrying the communion trays, please use doors to the Patio to avoid the stage steps.
- Offering bags are not required.

Clean Up

- Collect all trays from the communion table, podium & stage.
- Count the number of communicants by counting the full glasses and subtracting from the total number of glasses that you prepared. Record this number in the notebook in the drawer in the sink cupboard.
- Empty all full communion juice glasses down the sink & dispose of unused bread. The Gluten-Free Bread zip-lock bags can be returned to be used next week as they are individually packaged.
- Wash all communion cups thoroughly in warm soapy water and leave to drip dry in the drying baskets.
- Wash communion trays and any preparation equipment thoroughly in warm soapy water, dry with a t-towel and return to cupboard.
- Empty the bin in the communion prep room once you have finished all other duties. Unused bread is not to be left in the bin in the room as it will attract rodents & pests.

