

# How to Prepare the Communion Elements

Last updated: May 2026

## Purpose:

Communion preparation & cleanup enables people to remember Jesus together in the way He asked us to.

## 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. If there are none in the drawer, please grab a bunch to restock the Communion Prep drawer from the tea-towel box in the kitchen (far right cupboard of the kitchen bench where the main sink is).
- Notebook for recording Communicant numbers is kept in the drawer of the sink cupboard (see below for details on how to do this).

## Procedure:

- Arrive at least 30 minutes early, so that the Communion table is prepared and ready well before the service starts.
- Keys for the door into the Communion Prep room from the patio are in the white wall-mounted cupboard near the photocopier. You can use this door to avoid the stairs altogether.
- 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.
- 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.

## Preparation

- Trays:
  - Use bread insert trays to hold communion bread.
  - 4 Trays: 30-35 wafers, all cups used bar 3 or 4.
  - 5<sup>th</sup> Tray (normal week): 15 wafers, inside circle of cups used.
  - 5<sup>th</sup> Tray (special service): same first 4 trays.
  - Place 3 Gluten-Free Bread zip-lock bags on each tray in the gap left between communion cups.
- 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.
- Place the basket with sealed communion elements on the shelf at the back of the auditorium.
- When carrying the communion trays, please use doors to the Patio to avoid the stage steps.

## Clean Up

- Collect all trays/baskets from the communion table, back shelf, 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.
- Swap out the tea-towel under the communion cup baskets with a fresh tea-towel.
- 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 tea-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.
- Please take home the used tea-towels to wash & return the following week.

