

Instructions for Communion Set-up

You may wish to arrive latest by 9.20am to set up.

On Sunday morning itself:

Please wash your hands thoroughly before preparing communion.

Please bring a large white loaf (if you wish, we are happy to reimburse the cost, please pass a receipt to the church office).

- Cut the loaf into about 2-centimetre squares and distribute to 4 trays.

One or two packets of grape juice will already have been stored in the small fridge in the back Classroom (behind the auditorium).

You can get some gluten-free crackers (five per plate) from Children's Church supply in the main kitchen (on the bench).

Serving racks, squeezey bottle and glass communion cups are stored in the cupboard under the sink in the back Classroom.

- Please prepare four trays (leaving 3 glass spaces empty at both ends of each tray).
- Wash the plastic squeezey bottle and fill with grape juice.
- Squeeze the bottle to fill the communion cups.
- Re-stack the serving racks and cover.
- Place the 4 serving plates with the cubes of bread and communion racks on the table at the front of the church.
- After the service, please check the pews and surrounds for cups. Use ice-cream containers or baskets (available in the cupboard) for collecting used cups.
- Please ensure the communion glasses and plates are washed and stored back in the Classroom cupboard below the sink. Refer to instruction sheet (on reverse) for cleaning glasses in the dishwasher racks.

Important: Please wash out the bottle in hot soapy water, dry it with paper or tea towel before placing it back in the cupboard (not the fridge) with the top off, to allow it to air dry (to prevent mould) until the next communion.

- Please let Roselyn in the church office know if any communion cups are chipped or broken so we can replace these.

Thanks very much!

Updated: 11 March 2020

Saint Saver™ Easy to Use

Loading the *Saint Saver*™ with cups

1. Slide adjustable arms [A] to their fully extended position (as represented by the dashed lines in the sketch below).
2. Lift the arm carrying plate member [B] (square holes) away from the cup holding tray [C] (round holes) and set aside.
3. Fill the tray [C] with your cups. **Tip:** Retrieve the cups to be washed from the sanctuary directly into the tray/s [C] and return to the kitchen with the tray/s already loaded.
4. Reattach the adjustable arm carrying plate member [B] to the cup holding tray [C]. Note: The adjustable arms serve as the latching means for holding the two plate members [B & C] together. To work, the long edges of the cup holding tray [C] must slide in the lower groove [D] that runs along the inside of each adjustable arm [A].

