

Lord's Supper Preparation and Cleanup

Prep:

8:00 AM Service needs FOUR trays – 20 sets of communion elements per tray, including 3 gluten-free.

- ♦ Place 17 clear cups in the outer or middle ring on each tray. Place 3 purple cups on the inner-most circle.
- ♦ Place 1 piece of regular bread in each clear cup, and 1 piece of gluten-free bread in each purple cup. Make sure the bread lays as flat as possible in the bottom of each cup.
- ♦ Place one clear cup on top of each piece of bread, including the gluten-free.
- ♦ Fill each top cup about halfway with juice.
- ♦ Prep one tray for the 8AM worship team unless Angie leaves a note saying it is not necessary. Place 5 sets of communion elements on the worship team's tray. It is not necessary to prepare any gluten-free bread for this tray.

9:45 AM Service needs SIX trays – 26 sets of communion elements per tray, including 4 gluten-free.

- ♦ Place 22 clear cups in the outer and/or middle ring on each tray. Place 4 purple cups on the inner-most circle.
- ♦ Place 1 piece of regular bread in each clear cup, and 1 piece of gluten-free bread in each purple cup. Make sure the bread lays as flat as possible in the bottom of each cup.
- ♦ Place one clear cup on top of each piece of bread, including the gluten-free.
- ♦ Fill each top cup about halfway with juice.
- ♦ Prep one tray for the 9:45AM worship team unless Angie leaves a note saying it is not necessary. Place 7 sets of communion elements on the worship team's tray, including 1 gluten-free.

Communion elements should be prepared no earlier than Saturday morning and no later than 7:30AM on Sunday.

Lead server should go get the trays and bring them to the hallway cabinet/counter 15 minutes prior to the start of each service.

Prep Volunteers:

Rick and Karie Orem
Jackie and Harold Edwards
Allen and Jan Asmussen
Joe and Lolita Miller

Cleanup: - To be done by the lead server, or another server if he/she volunteers.

After the 8:00 service

- Take trays to the old kitchen for cleanup.
- Move any remaining Gluten Free bread to the trays for the 9:45 service.
- Dump leftover juice down sink
- Throw away all leftover cups and regular bread from the trays.
- Remove insert from tray and wipe any spills from inside the tray; also wipe the insert before putting it back in the tray.
- Note on the spreadsheet in the old kitchen roughly how many “servings” were left over so we can adjust preparation as needed.

After the 9:45 service

- Take trays to the old kitchen.
- Dump leftover juice down the sink
- Throw away all leftover cups and bread.
- Remove insert from tray and wipe any spills from inside the tray; also wipe the insert before putting it back in the tray.
- Note on the spreadsheet in the old kitchen roughly how many “servings” were left over so we can adjust preparation as needed.