

Bethany Christian Church

COMMUNION PREPARATION INSTRUCTIONS

Deacons Preparation (prior to 9:00 AM Service)

- Prepare 33 full trays of bread and juice. Use the carts in the kitchen to take these to the sanctuary and place 16 trays on the tables at each side in the back. Place one of these trays under the chair behind the Bongo drums on the stage. You will then find this tray in the east staging area after communion has been served.
- Prepare and deliver 2 trays with every other spot filled in the outer ring to Station 12.

Deacons Preparation (Between 9:00 AM and 10:30 AM services)

- Clean and refill 32 bread and juice trays. Use the carts in the kitchen to take these to the Atrium and place them by the Deacon's mailboxes. (You do not need another tray for the stage in the second service)
- Be careful not to use any more bread than is required. A heaping ½ teaspoon is approximately 25 pieces and enough for each tray. (The small side of the red measuring cup is about 25 pcs.)
- At approximately 9:45 AM serve communion to the teachers in both nursery rooms and to the people counting the offering in the room across from the lower nursery. Make sure that you get the offering trays and the position cards and return them to the welcome center.
(COMMUNION SHOULD INCLUDE SOME SCRIPTURE AND A PRAYER)
- Clean juice dispensers and place them in the dish rack.
- Clean up the work area.
- You might want to ask a third person to help you on the days that communion is later in the service. I would recommend that you try to get someone new involved so that they might become candidates for future deacons.
- **It is your responsibility to take home and wash any hand towels that you use and return them the following Sunday.**

Clean-up Deacons (After 10:30 AM Service)

- Before the start of the second service get the 16 offering trays and place them on the tables at the back of the Sanctuary.
- After the communion service return all juice and bread trays to the kitchen.
- Serve communion to the teachers in the Blessings Class on the other side of the hall from the Nursery. (COMMUNION SHOULD INCLUDE SOME SCRIPTURE AND A PRAYER)
- Discard unused juice in the sink drain. (Do not put full juice cups in the trash because the bags leak) Discard cups and unused bread in the trash. Be careful not to get juice on the walls in the kitchen behind the sink.
- Wash and dry all cup and bread trays.
- Reload 33 cup trays with clean cups for next Sunday's service.
- Leave 1 Cup tray and 1 Bread tray with approximately 6 servings out in the kitchen until after the 10:30 AM service in case there is a baptism.
- *Return all cup and bread trays to the cabinet and clean up the work area. Also, put the juice bottles from 1st service in the cabinet.*
- Make sure that there are at least 4 full bottles of juice in the refrigerator for the next Sunday.
- You may want to ask a third person to help during cleanup. If you do you should also try to involve someone new to do this.
- *It is your responsibility to take home and wash any hand towels that you use and return them the following Sunday.*