

**COMMUNION SET UP/CLEAN UP TEAM LEADER NOTES
SUNDAYS @ FIRST CHURCH, 2026**

REMEMBER:

- 1) Our primary goals are inclusion and participation (not perfection)**
 - a) When someone (of any age or ability) offers to help out, try to practice saying "Yes! Thank you!"
- 2) Teamwork and Training are our top priorities**
 - a) Whenever reasonable, we have tried to schedule people to serve in pairs. Even if a job *could* be done by a single person, working in teams gives us a valuable opportunity to build our skills, capacity for ministry, and community! Make the most of this opportunity to meet, support, enjoy, train, and learn from one another!
- 3) It's not just about "getting the job done"; it's about doing the job *together*.**

VOCAB TO KNOW

☐ **Dishes**

- ☐ Patens (Plates)
- ☐ Chalices (Cups)
- ☐ Cruets (Little Pitchers)
- ☐ Pix or Ciborium (Bread Box, usually for gluten free host or reserved sacrament)
- ☐ Small Silver Spoon
- ☐ Oil stocks (small metal containers for holy oils)

☐ **Linens**

- ☐ Corporal ("Placemat")
- ☐ Purificator (Napkin)
- ☐ Pall (White Cardboard Square)



SUNDAY COMMUNION SET UP + CLEAN UP

(SCROLL DOWN PAST INSTRUCTIONS FOR MORE PHOTOS)

☐ **FROM ST. MARK'S**

- ☐ **8:15am Set up Team** meet @ St. Mark's to pack Communion Basket
 - ☐ Defrost Bread from Freezer (30 seconds!!! No more!!!)
 - ☐ "Communion Linen Laundry Bin" from under microwave
 - ☐ Communion Basket w/oils, host, instructions from Christopher's office

☐ **FROM 1ST CHURCH "FLOWER ROOM"**

- ☐ **8:30am Set up Team Members** meet @ 1st Church to help SET UP

☐ **The Altar (Folding Table on Risers)**

☐ **See Photos (Below):**

- ☐ Gospel Book
- ☐ Altar Book, Altar Book Stand
- ☐ "Stacked Chalice"
 - ☐ Fancy Chalice,
 - ☐ purificator,
 - ☐ pall,
 - ☐ big paten w/big bread,
 - ☐ folded corporal)
- ☐ 2 Cruet(s) of wine (each ~1/2 full***);

☐ *****PLEASE do not overfill!!! We do NOT want leftover wine after the service—it's wasteful!!!**

- ☐ 1 cruet of water;
- ☐ small paten w/small bread,
- ☐ Pix w/gluten free host
- ☐ anointing oils

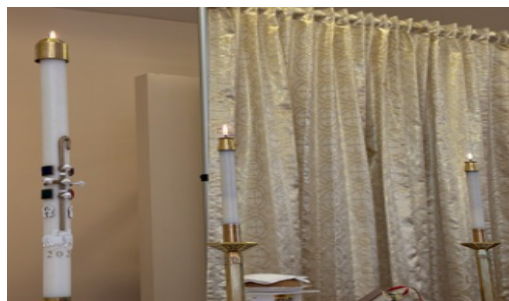
☐ **Credence Table (Large Central Podium/Lectern)**

☐ **See Photo (Below) :**

- ☐ 3 Clean Communion Kits;
- ☐ Funnels & Reserved Host (for packing communion kits);
- ☐ 2 extra chalices w/purificators,
- ☐ 2 extra patens & silver spoon

☐ **Other**

- ☐ Remember to **Light Candles** before service begins!



SUNDAY COMMUNION CLEAN UP

(SCROLL DOWN PAST INSTRUCTIONS FOR MORE PHOTOS)

- **RETURN TO FLOWER ROOM**

- Altar Candles
- Sanctus Bells & Cushion
- Bowl Bell, Cushion, Mallet, Chimes
- White cloth on Presider's TV Tray
- All dishes/altar linens

- **DISHES**

- Reverently consume all remaining bread and wine (or pour on the ground—use the South Door, past the 1st Church Office, so as not to disturb 1st Church Sunday School)
- Wash and dry all communion vessels, and return to cupboards
- Put all **dirty towels and linens** in the plastic "Altar Linen" Bin—**leave bin OPEN!**
 - Please drape all damp and dirty linens over sides of the bin to dry—if you wad them up and close the bin, they get all moldy and mildewy and stained and are difficult to clean!!!

- **RETURN TO ST. MARKS**

- Return plastic "Altar Linen Bin" with linens to be laundered to the "Communion Cupboard" under the microwave in the Kitchen at St. Mark's (Doreen G-G or Jo Ann will wash during the week)
- Return Communion Basket w/ anointing oils and consecrated gluten free-host to St. Mark's. Leave Communion Basket outside Fr. Christopher's door (or, if the office door is locked, outside the office door near the organ in the parish hall)

PHOTOS

ALTAR (Folding Table on Risers) Set up

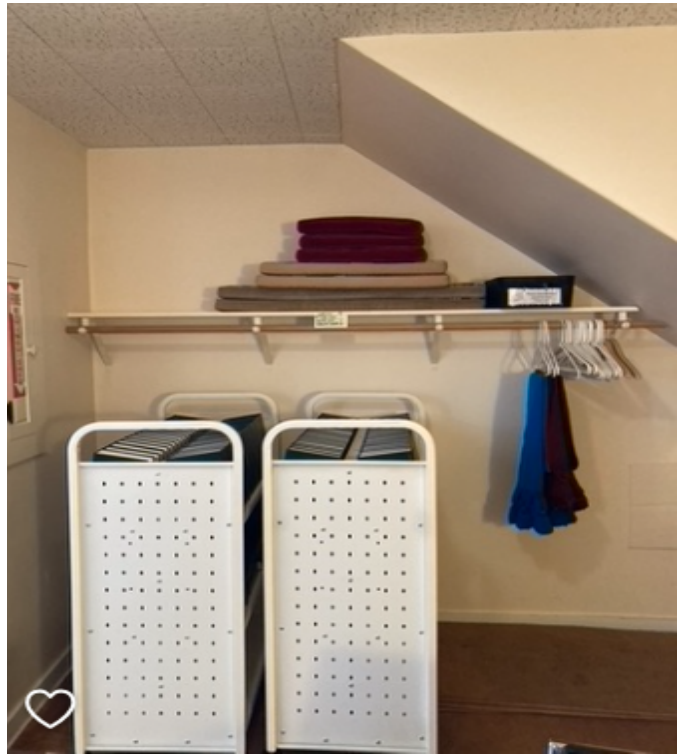


“CREDENCE TABLE” (Large Central Podium) Set Up



MORE PHOTOS

Cushions for “kids corner”/next are stored on top shelf of coat rack in narthex



Altar (Folding Table) lives in the Flower Room against the back wall. Plastic Bin with altar risers & white tablecloths is stored with “kids cushions” on shelf above coat rack in the narthex



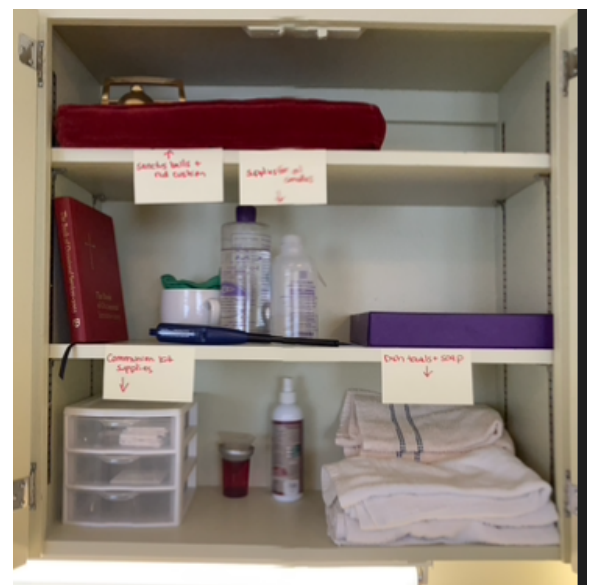
Backdrop, Frame, and Cross stands are stored in the closet at the top of the stairs, past the mailboxes, off the narthex



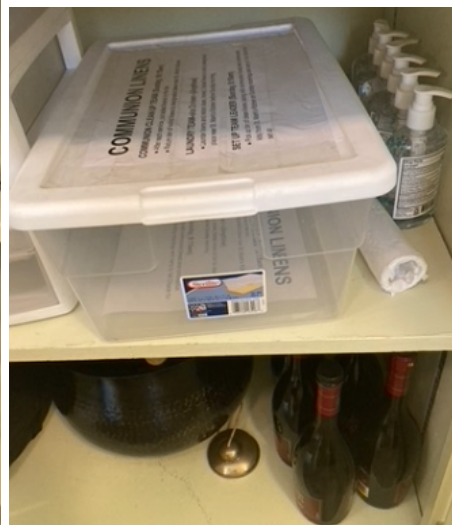
The altar (folding table), candlesticks, dishes, linens & other “sacristy stuff” are stored in the flower room “backstage” @ 1st Church



Upper cupboards in flower room “backstage” at 1st church



Lower Cupboard in flower room, “backstage” at 1st Church

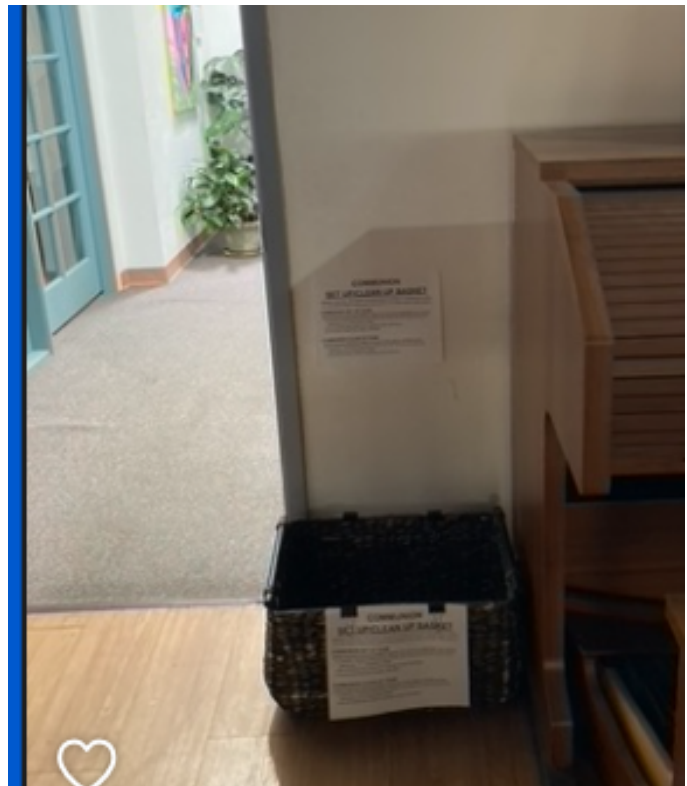
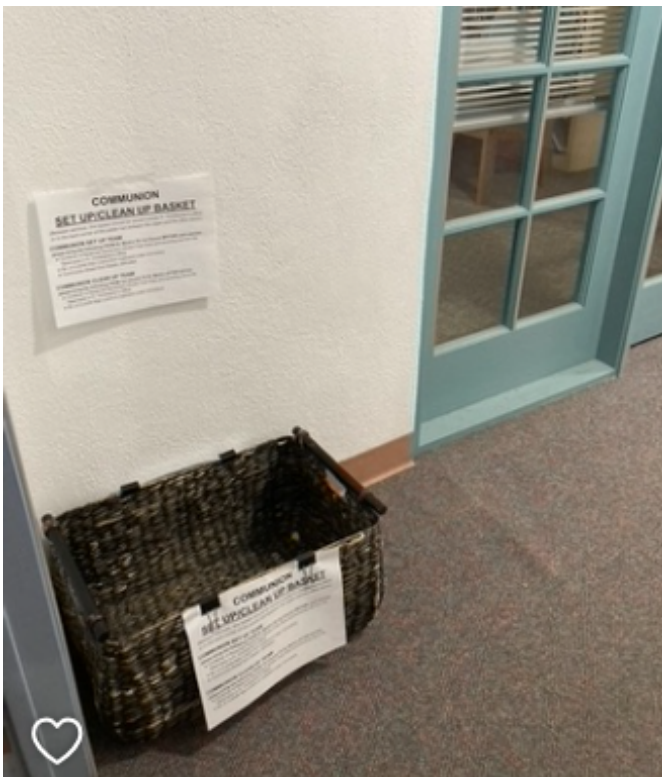


The Communion Basket & Communion Linen Bin travels back and forth between 1st Church and St. Mark's.

The **PLASTIC COMMUNION LINEN BIN** lives:
in the “communion cupboard”: under the microwave in the kitchen
(so Doreen can access the bin to pick up linens to launder even if the office is locked)



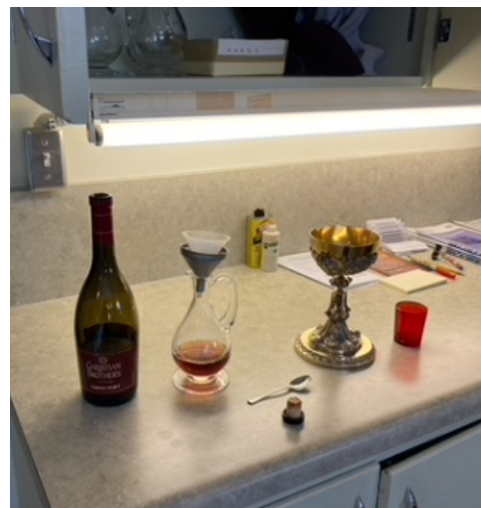
The “Communion Basket” lives outside Fr. Christopher’s office, or in the parish hall corner between the office door and the organ



SUNDAY ALTAR (Folding Table on Risers) Set up



Use funnel to fill vessels w/wine



“CREDESCENCE TABLE” (Large Central Podium) Set Up



**Please light candles
before service begins**



THURSDAY SERVICE SET UP

Set up “Presiders Chair” and Bowl Bell & Chimes (from lower “Flower Room” cupboard) near the door by the altar



Set chairs in gentle “arc-ing” rows facing towards corner altar. Leave spacious aisles on either side and between rows for ease of movement during communion.



