Directions for Preparing Communion

*Thanks for volunteering to prepare communion. This is an important weekly practice of the LifeSpring Church, and your participation in it provides a valuable ministry to your fellow worshipers. Please follow these instructions:*

1. You will need these supplies:

 1a. Small white table, white table cloth and table runners.

 1b. Runners are matched to the season we are currently in.

 1b1. **Summer**: Square cloth, green with flowers on one side and blue/red colors on the reverse are for the summer months: June-July 5 Red/Blue side. July 6-end of summer green with flowers side. Red/Blue can also be used for Memorial Day.

 1b2. **Fall**: Burgundy, Leaves or Brown with vertical color pattern.

 1b3. **Advent**: Pink/Purple.

 1b4. **Christmas-January**: Stained Glass fabric, Poinsettia, or Blue/pewter.

 1b5. **Summer or Fall**: Cross-shaped runner.

 1b6. **Easter:** Purple prior to Easter (day) or bright white (day of Easter and after)

 1c. Communion set. We have 4 trays (3 in the communion box and one at the Logues). The trays should be washed periodically.

 1d. White plastic cup filler. This is the quickest and most efficient way to fill the cups. It should be thoroughly washed after each use and dried carefully. Be sure to depress the button to let out any residual water from the tip.

 1e. Communion bread. We order this from Concordia Supply Company: <http://www.concordiasupply.com/Church-Supplies/Communion-Bread-Wafers/Communion-Bread-500>.

 1f. Welch’s frozen grape juice. Easiest way to prepare grape juice. Bev Logue mixes the amount needed for each week. Contact her for proportions.

 1g. Clear plastic communion cups. The number of cups provided on each tray are apportioned according to the number of people expected. As of 7/30/17 the inner ring of each tray is filled completely. The outer ring is filled with two blanks between each cup. During the season when attendance goes up, the outer ring has one blank between each up. Let Bruce know when the supply of cups is down to 5 tubes of cups.

 1h. Contribution baskets. One basket is placed on the bar in the foyer; the second is placed on the upper left segment of the communion table. Checks and money should be tabulated and given to Jenell Barnes.

2. It is very, very important that you provide a substitute preparer in the event of your absence.

3. Remember the significance that Jesus placed on this meal, and you will have a great appreciation of important your service to LifeSpringers is.