

Lord's Supper Committee Duties (updated Sept, 2010)

Lord's Supper ("LS") is usually observed the 3rd Sunday night of each month with a few exceptions. Twice a year, it is observed in the morning service. In December it will be on Christmas Eve. We usually do not observe LS in November. The Deacon Outreach Committee organizes the Deacons to serve the LS. Contact them if you have any questions about the number of trays & their placement. To update this document, please call the pastor's secretary or deacon secretary.

AREA OF CHURCH	<u>Number of trays needed (same number of trays for both juice & bread):</u>		
	<u>SUNDAY PM</u>	<u>SUNDAY AM</u>	<u>CHRISTMAS EVE</u>
Front of church on LS table	12	20	20
Choir Loft & orchestra	1 (partial)	3	0
Platform (on organ)	1 (partial)	1	1 (partial)
Balcony (order table & tablecloth from Robert)	1 (partial)	8	1 (partial)
Welcome Center	1	1	1

The Committee Chair should be given a set of church keys (he should provide these to his committee members when he is not on duty). The Chair is to make sure that the following items are in place prior to each set-up:

1. Bread, square-cut, unleavened – purchased at Lifeway (#001148411 in 500-count box) – charged to BBC account (leftover bread in the freezer in zip-lock baggy should be used first). Unopened bread stored above microwave.
2. Cups, plastic, 1-3/8" – purchased at Lifeway (#001148442 in 1000-count, white & purple box)
3. Mazzo flat-bread, any flavor (it is not necessary for it to be "suitable for Passover") for Bro. Bob – may be purchased at Albertson's in Kosher section (buy & turn in receipt for reimbursement). Stored above microwave.
4. Grape Juice – Brenda Leonhart orders this by the case & stores it in the kitchen pantry. Notify her when the supply gets low. We use approx. 3 of the 32 oz. cans for PM services, 4 cans for Christmas Eve Service & 5 or 6 cans for an AM service. In an emergency, buy Welch's at the grocery store & seek reimbursement.
5. Communion cup-fillers – several are in one of the drawers (usually in drawer by refrigerator)
6. Aluminum trays & lids for juice & bread are in lower cabinets on the right side of the kitchen.
7. For pastor: silver pitcher & goblet are in the parlor in the tall curio cabinet on the west wall.
8. For pastor: silver tray & napkin are usually in the top drawer of the china hutch on west wall of parlor.
9. For all services: LS Table and 2 side chairs placed on floor level.
10. For morning services: A table covered with a white tablecloth placed behind the A-V booth in the balcony
11. Replacement trays & covers, although not often needed, may be purchased at Lifeway (see attached print-outs).

SET UP DUTIES:

1. For Sunday PM services, meet after AM church in parlor kitchen to set up. For AM services, coordinate with the church staff to determine when you can get in to set up on Sat. afternoon or evening. Get keys from chairman..
2. Wash hands! Of course, this is obvious but still needs to be remembered.
3. Fill bread trays with a layer of bread (about 50 pieces per tray). Use the small lids to cover the stacks.
4. Fill up the juice trays with empty cups. Using the cup-fillers, fill the cups up to about where the tray holes hit the cups (don't fill the cups). Use large lids to cover the stacks of juice trays.
5. Put a small amount (3 to 4 oz.) of juice in the silver pitcher. Bro. Bob will pour it into the goblet.
6. Placed the folded white cloth napkin onto the silver tray. Place a piece of Mazzo flat-bread in the white napkin. Be sure to place it in the third layer from the top for the correct symbolic placement.
7. Place the trays, pitcher & goblet on the LS table (it should already be in place in addition to 2 side chairs). For smaller services (Sun. PM), make 2 stacks of 6 trays ea. of both juice & bread. For larger services (Sun. AM or Christmas Eve) make 2 stacks of 6 trays ea. & 2 stacks of 4 trays ea. of both juice & bread. Place juice trays on the outside of the table & the bread trays closer to the center. Align all crosses on lids to face the congregation. Pastor's items go in the center (bread tray in very center, pitcher on his right & goblet on his left).
8. Take trays to other locations as specified above. If not enough lids exist, use empty bread trays.

CLEAN UP DUTIES:

1. Pick up all of the trays & silver items immediately following the service & return them to parlor kitchen. The used cups in the pews will most likely be gathered by children & carried to the trash—we do not gather them.
2. Empty unused bread into the Zip-lock bag & place bag in freezer.
3. Dump the juice from the unused juice glasses into the sink before throwing away the plastic cups (tip: hold an extra cup insert over the juice tray and turn it upside down over the sink then remove the extra insert and dump the empty cups into the trash).
4. Wash, then wipe dry, the silver trays. We usually need to bring wash cloths and dish towels from home. There are not always clean ones in the parlor kitchen. Replace trays & covers in cabinet.
5. Rinse & dry the silver pitcher, goblet & tray. Replace silver items & napkin in parlor & lock the parlor.