

Communion Set up and Clean up Schedule Sep 2016 - Sep 2017

Date	Names
Sep/2016	Shirley Ludlow & Sharon Warmington
Oct	Kelly Lunn with Maddi, Ryann & Marley Lunn
Nov	Kim Morgan & Carol Caswell
Dec	Deana Overveld with Hannah, Olivia & Ryan Saylor
Jan/2017	Shirley Ludlow & Sharon Warmington
Feb	Kelly Lunn with Maddi, Ryann & Marley Lunn
Mar	Kim Morgan & Carol Caswell
Apr	Deana Overveld with Hannah, Olivia & Ryan Saylor
May	Shirley Ludlow & Sharon Warmington
Jun	Kelly Lunn with Maddi, Ryann & Marley Lunn
July	Kim Morgan & Carol Caswell
Aug	Deana Overveld with Hannah, Olivia & Ryan Saylor
Sep/2017	Shirley Ludlow & Sharon Warmington

Thank you again for your willingness to set up and clean up for Communion.
We are truly blessed for your service

Just a few points to help with this ministry:

1. We ask that set up be done on **Saturday**. If you are unable to set up/clean up, please switch with another person on the list and inform the office of the change.
Please refer to Church Directory for contact info.
2. **The key:** If you could arrange a time to get it from the church office during the week before Saturday and **return the key** in the church office mail slot on Sunday.
3. Carol has typed up an **info sheet** as to how to set up/ clean up. It can be found **in the cupboard with the utensils.**
4. Remember we are working with food, so please use the same sanitary **practices you would at home. Gloves** are available in the kitchen drawer under the phone.
5. GF bread will be purchased by Janine and left in the freezer upstairs in the Lounge. The bread will need to be cut up for the plates and a **Regular loaf will** still be needed for the table.
6. Leave the tray with both elements on the counter in the Lounge for Ryan to pick up before both services in order for him to serve communion to the Wheelhouse/Primary leaders before each service.