

Monthly Communion Clean-Up Instructions

1. Pre-heat the dishwasher in the Fellowship Hall kitchen. Instructions for running the dishwasher are on the wall to the left of the dishwasher.
2. Communion cups are gathered from the pews on the main floor (including the choir area and the sets of chairs next to the side wall windows) and the balcony immediately following the 10 a.m. service using the buckets provided.

Buckets can be found in the Worship Room next to the sanctuary, but are usually already moved into the Narthex. **The Worship Room is 107** and is located next to the groom's room.

3. If there's not already one in the narthex, obtain a cart from the Fellowship Hall kitchen and transfer all cups and silver trays and their lids from the sanctuary to the Fellowship Hall kitchen using the cart.

You will also need the maroon flannel covers for the silver trays. Those can be found in the Worship room as well.

4. Dump out all juice from the glasses. Place glasses upside down on a tray for the dishwasher, cover. Slide tray into dishwasher and start the dishwasher. Each tray takes approximately 2 – 3 minutes to wash.

5. Hand-wash the silver tray, holders and lids. Do not place these in the dishwasher.

6. Remove glasses from dishwasher and *turn glasses right side up* to get rid of any excess water – allow to air dry for about 5 minutes. *Normally* the glasses do not need to be dried individually as the water is very hot and the water evaporates quickly.

7. Place glasses back in silver containers and place a lid on top. Then, place the silver container inside the maroon flannel covers. Two trays fit in each cover.

8. Using a cart return all clean items to the Worship room and place them in the cabinets to the far right. The cabinets are marked. (Look for Pedro to unlock this room.)

9. Return the cart to the Fellowship Hall kitchen and place used towels in the dirty towel bin.