

**Date:** December 02, 2010  
**To:** Communion Assistant Volunteers Winter/Spring 2011  
**Re:** Volunteer Schedule

Thank you for agreeing to assist with communion. Your help is greatly appreciated. Enclosed you will find a new schedule for communion assistants. A copy of the instructions will be left at church by the communion supplies. During summer months, there is only one service at 9:00 AM.

The communion 'supplies' and a printed instruction sheet for assistants are located in the Sacristy. The communion wine and grape juice are kept in the refrigerator in the Sacristy. Any extra bottles of communion wine will be located in the sacristy in a secure location. We order four bottles of wine at a time. Two loaves of bread will be on the counter in the Sacristy- one for each service. (There will always be extra loaves in the freezer in the kitchen). Please continue to add 3-4 additional glasses of grape juice. Also put a few wafers (1/2 doz) on the dish and set on the alter as one or two people may prefer the wafer instead of the bread.

If you notice that the supply of grape juice, wine, or plastic communion cups is low, please notify Anita Anderson, church secretary, or me so supplies can be reordered. If Anita is notified in advance, we can assure that we have enough for each communion service.

Many have indicated a willingness to assist with communion. Everyone has busy schedules, and unplanned events can arise. Many volunteers are also involved in other church activities. If for some reason you are not able to assist with communion on a Sunday you are assigned, please make use of the list of communion assistants to arrange with someone else to take your place. Please also notify Anita at the church office so that she can make the appropriate corrections for the bulletin.

If you know of anyone else eager to serve as a communion assistant, please tell them to notify me so their name can be added to the list of volunteers. The more volunteers we have on the list, the less frequently each person will be called upon to assist.

Thank you again for your willingness to serve as a communion assistant volunteer. Your assistance is vital to our worship experience.

Peggy Hedtke