

Communion Preparation Guidelines

General

- The key to the communion cabinet is located in the robing sacristy, on a hook in the cupboard left of the sink.
- All vessels wine/grape juice are kept in communion cabinet, linens in top drawer

Sunday Set Up (10:30 am service)

1. Set up communion by 10:15 am
2. From upper cabinet and first drawer, remove 2nd paten, 2nd wine chalice, and 2 additional purificators
3. Wipe rim of wine chalice from 9 am worship
4. Place the following on an open corporal on back altar:
 - 2 wine chalices each covered with a purificator (one chalice will have wine in it from the 9 am service)
 - the large chalice should also be covered with the chalice pall, veil, and large parament burse (pocket in which the corporal is kept)
 - grape juice chalice, covered with purificator (with remainder of grape juice from 9 am worship)
 - empty 2nd paten
 - small spoon (to remove pieces of bread from chalices)
 - bowl (to hold discarded pieces of bread)
5. Place the following on the credence table in the back of the church near baptismal font
 - flagon (replenished to make 2.5 cups wine)
 - paten (2 bread loaves broken into bite-sized pieces, 3rd loaf on top, covered with purificator)
 - **if bread is not available, place one priest host on the paten and put pyx with wafers on back altar along with chalices
6. Eternal Light
 - Replace candle (extras in bottom drawer under communion cabinet). Use caution

Clean Up

1. Pour leftover wine and juice from chalices into the "discard" bottle. Once full, the discard bottle contents should be poured over the dirt in the courtyard
2. Pour leftover flagon wine into a wine bottle to be used again
3. Wash vessels
4. Uneaten bread should be consumed in the sacristy and/or brought to coffee hour
5. Put all communion vessels in communion cabinet
6. Lock cabinet and return key to robing sacristy cabinet
7. Place chalice pall and clean corporals in top drawer
8. Place burse and veil in the long drawer
9. Launder and iron soiled linens and return before following Sunday. Purificators should be ironed in threes lengthwise; corporals should be ironed in threes with the cross at the lower center square.

Anointing

1. The first Sunday of the month, pour small amount of oil in 2 small glass vessels

2. Place 2 vessels, 2 purificators and 2 prayer cards on back altar
3. Clean and return to cabinet after worship

Glossary

Burse	square pocket made of altar parament fabric, and holds one corporal
Chalice	cup which holds wine
Chalice Pall	square cloth, usually seven by seven inches, with a cardboard or plastic stiffener
Corporal	square linen used as a "placemat" on front and back altars
Flagon	wine pitcher
Paten	plate for bread
Priest Host	large wafer
Purificator	napkin to cover chalices and bread on paten
Pyx	small silver box for wafers
Veil	large square cloth draped over the chalice
Vessels	serving wear used during communion

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