

Communion Set-up

Communion Set-up Times

The 8:30 service should be set up in advance. Church is open on Thursday from 6:15pm-8:45pm and on Friday mornings from 9:00-noon. If you cannot make one of these times call the office to make other arrangements and let them know when you will be setting up.

Continuous Table (first Sunday of each month)

Communion Trays –

1. Fill 7 trays with cups (there are 40 cups per tray) for the 8:30 & 10:30AM services. Put out 5 trays for 8:30 and other 2 in refrigerator for 10:30. Fill the outer circles with wine and the inner circle with white grape juice. (Put date on the juice when you open it).



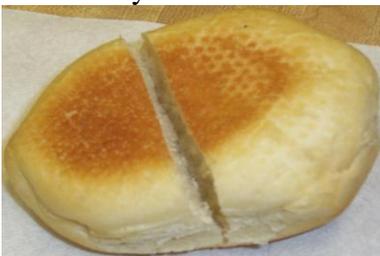
For Monday 6:30 PM service Ask the church office if it will be continuous table or intinction
If continuous table -only fill two trays or use 10:30 leftovers if available.

2. Fill 3 cruets ½ full with wine and refrigerate:



Bread -

1. You will need to purchase bread to be used for communion. Purchase enough bread to be cut into 350 pieces (usually 1 loaf) and three Kaiser Rolls for the “show” loaf.
2. Cut the bread into small cubes about ½ inch in size. Place the cut up cubes into a plastic bag until Sunday.
3. Cut Kaiser roll partially in half, vertically from bottom, and place in plastic bag. Leave on counter in sacristy until Sunday. On Sunday, one Kaiser roll is to be wrapped in white linen bread cloth and put on oval tray for usher cabinet.



Altar-

1. Place empty Chalice, Purificator, Paten, and Pall (in that order) on altar.



2. Cover with Parament Veil. Veil color should match other paraments. This should line up with the “symbol” on the parament that dresses the altar. Make sure the chalice veil touches the altar in the front.



Sunday

1. **8:30 Service** – Becky Reilly will set up this service.
2. **10:30 Service** – set up between services.
 - a. Refill and rearrange the communion trays as needed. Discard used communion cups.
 - b. Place trays of wine on Credence Table (service table behind altar).
 - c. Third and fourth tray from top in stack should be empty.

Wine
Wine
Empty
Empty
Wine
Wine
Wine
Wine

- d. Line basket with white linen bread cloth and place bread cubes in basket. (You can refill the basket from the 8:30 service). Include container of gluten-free wafers. Fold linen over to cover cubes. Place the basket on the Credence Table behind the altar.
 - e. Cover items on Credence Table with white Communion Veil (Large Silky veil).
 - f. Wrap Kaiser Roll in white linen.
 - g. Place filled Cruet of wine and the wrapped Kaiser roll on the small silver tray and place on the usher cabinet in the Narthex. These will be brought up as gifts during the offering.
 - h. Empty Chalice in dump drain under sacristy sink, rinse and dry. Add water to drain.
 - i. Reset the altar -
 - Place empty Chalice, Purificator, Paten, and Pall (in that order) on altar.
 - Cover with Parament Veil. Veil color should match other paraments.
3. **6:30 Monday Service** – set up after 10:30 service. Please wash all silver before putting away or re-setting. **Do not submerge chalice.**
 Ask if it will be Continuous Table OR Intinction –
 If continuous table -only fill two trays or use 10:30 leftovers if available.

If Intinction

- See steps one and two of “intinction” set-up.
 - Place a Cruet of wine and Ciborium (small round silver container) filled with hosts on the small silver tray and **tuck behind the Chalice set up on the altar.** Include gluten-free wafers in a small container.
4. Clean-up (after 6:30 Monday service) – Becky usually does this so you do not have to do this unless you are attending this service.
- a. Bring all communion items back to the Sacristy.
 - b. Empty Chalice in dump drain under sacristy sink OR drink it. Wash and dry all silver pieces and place in protective coverings. **Do not submerge chalice.**
 - c. Put all clean veils/bread cloths in labeled drawers in sacristy. Put dirty ones on counter in sacristy.

Intinction (second through fifth Sundays)

Altar -

1. Place empty Chalice, Purificator, Paten, **three 2 ¾ inch Hosts**, and Pall (in that order) on Altar.



2. Cover with Parament Veil. Veil color should match other paraments. This should line up with the “symbol” on the parament that dresses the altar. Make sure the chalice veil touches the altar in the front.



Credence Table -

3. Fill 2 large, covered, patens with small hosts and a small container of gluten free wafers for 8:30. Fill 4 large, covered, patens for 10:30.



4. Place large, filled patens and an empty chalice (1 for 8:30 and 3 for 10:30) on Credence Table and cover with small communion veil.



Other-

5. Fill Ciborum (small round silver container) with extra hosts. Put on small silver tray and leave in sacristy until Sunday.



6. Fill 2 Cruets and decanter with wine and leave in refrigerator:

- 1 cruet full for 8:30
- 2 cups of wine in large decanter and 1 cruet ½ full for 10:30



Sunday

1. **8:30 Service** – Becky Reilly will set up this service.
2. **10:30 Service** – set up between services.
 - a. Empty the Chalices in drain under sink, rinse and dry. Flush drain with water. (You may also drink the wine)
 - b. Reset the Altar and Credence Table as above
 - c. Put a Cruet from the refrig and the Ciborum on small silver tray and put on the usher cabinet in the Narthex. These will be brought up as gifts during the offering.
 - d. Wash the Cruet from the previous service.
3. **6:30 Monday Service** – set up after 10:30 service.
 - Steps are the same as for 10:30 except for step c.
 - Refill the Cruet of wine and the Ciborum and put on the small silver tray and **tuck behind the Chalice set up on the altar**. Include gluten-free wafers in a small container.



4. Clean-up (after 6:30 service)
 - a. Empty chalice in dump drain under the sink in the sacristy OR drink it.
 - b. Put any leftover hosts in a container.
 - c. Wash and dry all silver pieces and place in protective coverings.
 - d. Put all veils/bread cloths in labeled drawer. Put dirty ones on counter in sacristy.

Baptisms

Set-Up

1. Place oil and ceramic shell, candle, and napkin (found in sacristy) on font. Remove candle and napkin from box and cellophane.
***If baptism is at 2nd or 3rd service, set up after previous service

Clean Up

- Bring shell and oil back to sacristy.
- Put shell and oil in plastic box.

General Information

- First Sunday of each month: Continuous table kneeling at the rail (cups and bread) at all services
- Second through fifth Sunday of the month:
 - Intinction, 2 stations, in front of altar (chalice and hosts) at 8:30 and 4 stations at 10:30 am services.
 - Intinction, one station, in front of altar (chalice and hosts) at 6:30pm Monday service.
- **On occasion, during Lent, Advent or Special Sundays, kneeling intinction may occur. Check with office during these seasons.
- If you notice that the oil-filled candles are not burning brightly, check wick length and to see if the candles are filled with oil. Supplies are located in the sacristy.
- Second Sunday: Upon request, check pews to make sure the pencils are sharpened. Add additional pew cards if needed.

Purchasing

- Becky Reilly will keep the wine, grape juice, cups and hosts supplied. Please let her know if they are running low.
- The assigned altar guild person needs to purchase the bread & Kaiser rolls (3) on the first Sunday of each month.
- Label your receipt with “altar guild” and your name. Place in folder on Becky’s desk in the office for reimbursement or you may ask for petty cash.

Laundry

- We will need to periodically launder the communion veil and purificator as needed.
- Place dirty linens in the sacristy.

Vocabulary

Ciborium: Small silver canister that holds extra hosts.



Pall: Small plastic square covered in white cloth used to cover paten and hosts.



Paten: Small round silver plate that holds communion host. It is placed on top of the Purificator.



Large Paten: Large, round, covered, silver tray used to serve hosts during communion.



Purificator: Handkerchief-sized white cloth used to cover chalice.



“Show Loaf:” The bread (Kaiser roll) that is broken during the preparation.



Communion Veil: White silky cloth used to cover communion supplies on the credence table.



Parament Veil: Heavy cloth used to cover communion on the altar. There are different colors for each church season. See church season chart.



Wine-Filler: Dispenser used to fill communion cups. Fill with wine/juice and press center bar to dispense.



Credence Table: Table behind the altar used for extra communion supplies.