

Communion Preparation Guidelines

08/01/16

LITURGY is "the work of the people." Worship prepares us for our "liturgy" at work, home, and with everyone we encounter. Good worship draws on the gifts of all the assembled people, and your gift helps to equip the people to go out and do "liturgy."

General

- The key to the communion cabinet is located in the wet sacristy (it has a sink), on a hook in the cupboard left of the sink.
- In the dry sacristy (no sink) all vessels, wine and utensils are kept in the communion cabinet, linens in the top drawer. Additional wine is kept at the bottom of the robe closet.
- The refrigerator holds the grape juice supply, as well as extra bread for Wednesday's communion, and gluten free wafers.
- **IMPORTANT:** If you have handled wheat bread, wash your hands before handling any of the gluten free supplies, to prevent cross-contamination.
- A large Tupperware container is on the counter of the dry sacristy to hold the fresh wheat bread for that day.

Sunday Set Up (10:00 am worship)

1. Set up communion by 9:45 am.
2. Select the proper vessels for the season:
Christmas, Easter and Easter Season, Festivals: Use clear **GLASS** communion vessels (2 chalices for wine, 1 chalice for grape juice, clear glass flagon, and 2 glass plates. (On Christmas and Easter days, use 3 baskets lined with purificators for bread, as well as 1 extra chalice for wine and 1 extra chalice for juice).
Advent and Lent: Use **BROWN POTTERY** communion vessels (1 large and 1 smaller chalice for wine, 1 smaller, darker glazed chalice for grape juice, brown flagon with stopper, and 2 brown pottery plates for bread).
Sunday after Epiphany and Sundays of the Church (Summer and Fall): use **GREEN POTTERY** communion vessels (2 green chalices for wine, 1 blue chalice for grape juice, two green patens, and one green flagon)
3. From upper cabinet and first drawer, remove 2 patens or 3 baskets appropriate to the season, 3 large chalices appropriate to the season, and 5 purificators (one for each chalice (3), 1 for the flagon (if there is no top covering) and 1 for the gluten free elements; 3 corporals (one for the back altar, one for the bread and one to be placed in the burse).
4. Place the following on an open corporal on the rear altar:
 - 3 chalices (2 empty, 1 filled with grape juice and the articles for gluten-free communicants. Each should be covered with a purificator
 - 1 chalice (with purificator), the chalice pall, veil, and large parament burse (pocket in which the corporal is kept)
 - empty 2nd paten
 - small spoon and bowl (to remove and hold pieces of bread from chalices)
 - 1 large oval paten with paper napkin in the center, 4 individual glasses with wine, 4 individual glasses with grape juice and 1 small white bowl with 8 pieces of gluten free bread. This paten should be covered with a purificator. **REMEMBER TO WASH YOUR HANDS IF YOU HAVE HANDLED WHEAT PRODUCTS PRIOR TO HANDLING GLUTEN FREE ONES.** (For this reason, it might be a good idea to setup the gluten free elements first.)
5. Place the following on the credence table in the back of the church near baptismal font
 - flagon (filled to make 2.5-3 cups wine, 3.5 cups for Christmas Day & Easter Sunday)
 - paten (3 bread loaves, unbroken, covered with corporal)
**if bread is not available, place one priest host (large wafer kept in box) and wafers on the paten (Also remember to place silver pyxis with small wafers on the back altar.)
6. Eternal Light - Replace candle (extras in brown box behind the door of the wet sacristy. Use caution: there is a small white foot stool in the dry sacristy where communion prep is performed.

After Worship

7. 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.
8. Pour leftover flagon wine into a wine bottle labeled "to be used again"; use this wine first, during communion preparation.
9. Wash and dry vessels.
10. Uneaten bread should be consumed in the sacristy and/or brought to coffee hour.
11. Put all communion vessels in communion cabinet.
12. Lock cabinet and return key to wet sacristy cabinet.
13. Place chalice pall and clean corporals in top drawer.
14. Place burse and veil in the top of long drawer.
15. Empty wine boxes, candles/plastic holders can be discarded.
16. Launder and iron soiled linens and return before following Sunday. Check the bag hanging on the dry sacristy drawers for additional soiled linens. Linens can be soaked in Oxi Clean over night to remove any wine stains. Purificators should be ironed in threes lengthwise; corporals should be ironed in threes with the cross at the lower center square.

Anointing (first Sunday of each month)

- The first Sunday of the month, pour small amount of oil in 2 small glass vessels or shells.
- Place 2 vessels, 2 paper napkins and 2 prayer cards on table near the font.
- Clean and return to cabinet after worship.

Baptisms (usually the second Sunday of the month, as scheduled)

- The Paschal Candle should be moved to the front of the church, at the bottom of the stairs, slightly off-center and towards the right of the alter. (Usually Pr. takes care of this.)
- A finger bowl with a tiny amount of oil, a paper napkin and baptismal candle should be placed on the shelf of the Paschal Candle. The baptismal napkin should be placed on the back left-hand corner of the table near the font.
- If needed, clean the font. Add a small amount of cool water to the font at the beginning of the worship service, fill a pitcher or flagon with nearly hot water and place it on the table near the font, which will be warm by the time of the baptism.

Glossary

Burse: square pocket made of altar parament fabric, and holds one corporal

Chalice: cup which holds wine; the chalice used by the pastor to preside at the table is called the presiding chalice

Chalice Pall: square cloth, usually seven by seven inches, with a cardboard or plastic insert

Corporal: square linen used as a "placemat" on front and rear altars

Flagon: wine pitcher

Paten: plate or basket for bread

Priest Host: large wafer

Purificator: rectangular napkin (folded in thirds) used to cover chalices and bread on paten

Pyxis: small container for wafers

Veil: large square cloth in the color of the day, draped over the presiding chalice

Vessels: serving wear used during communion