

## COMMUNION PREPARATION

*Most important in all the preparatory work is that it be done with reverence, joy and gratitude for God's grace.*

1. Arrive a minimum of 30 minutes prior to the service.
2. Instructions for the placement of communion vessels are available on top of the linen box in the sacristy (a copy of these instructions are there as well)
3. Check with Pastor with regard to the quantity to be prepared. (Guideline: summer ~ 2 trays; fall/winter/spring ~ 2 ½ - 3 trays; unless there are special circumstances i.e. Baptism, Holiday, etc. when four full trays may be needed)

### **Communion**

1. Place the 21" square cloth (corporal) on the altar and place the communion vessels on it.
2. Place 2 cloths (purificators) on the altar for wiping the chalice, and use an extra one for covering the bread or wafers.
3. Fill the flagon and the chalice about half full and prepare the required number of trays. (usually 2 – 4) Each individual glass should be ¾ full, with the inner circle being filled with grape juice. Place an empty tray on top of the stack. This tray will be used for receiving used communion glasses. Place the individual glasses below the empty one and cover top tray with the lid. Cover the chalice with the pall (linen covered square of stiff cardboard).

For large multiple services, especially Easter and Christmas Eve, disposable glasses will be used.

<b>ORDER OF TRAYS</b>
Cover
Empty Tray
Mixed Tray
Mixed Tray
Mixed Tray if needed
Mixed Tray if needed
Bottom

4. Fill the paten (plate) with wafers (not too full). Place one large wafer on top of filled paten. (Before using wafers look in the fridge for real bread in the box labeled 'Communion'.)
5. The gluten free bread is generally in the fridge; if it is not, the bread will be in individual marked baggies in the freezer. It is very important NOT to touch the gluten-free bread with your bare fingers. Pour the gluten-free bread into the bowl without handling it.
6. Ensure that the Worship assistant or ushers have put the altar rail and kneelers in place.
7. Following the service these duties need to be done:
  - i. Return unused wafers to plastic bag (unused bread, including the gluten-free bread, should be broken up and fed to birds)
  - ii. Return unused wine in flagon to bottle.
  - iii. Return wine in unused glasses to bottle.
  - iv. Any unused grape juice is to be consumed or discarded. **Do not return juice to bottle in the kitchen refrigerator, as it will contaminate the juice in the bottle.**
  - v. Any wine left in the chalice is to be poured on the ground beside the church's foundation. Door is to the left of the sacristy below the steps.
  - vi. All silverware (see '\*Care of Communion Silverware' instructions below) is to be thoroughly hand washed, dried and returned to the sacristy where they are stored in special anti-tarnish bags. The individual cups should be washed in the dishwasher using the flat

blue cutlery tray with the mesh screen laid over top to prevent tipping. The cups should NOT be hand dried as this is a violation of the health code. Once washed, the glasses are placed immediately into the communion trays ready for next use.

Use a cart to transfer all washed vessels, etc. to the sacristy.

- vii. **Stained or dirty linens are to be taken home, laundered and returned** within a timely manner to the sacristy (approximately within 2 - 3 weeks). If you require assistance with this, please contact Gloria Tymms at 204-452-9225.
- viii. Empty wine bottles should be put into the recycling box.

#### **Altar Care**

1. Prior to the beginning of each service, wipe the fingerprints off the offering plates with a paper napkin found in the sacristy.
2. The cloth that covers the altar (the 'mensa' or 'fair linen') should always be spotless. Should a spill occur during set up prior to the service, there is an extra linen altar cloth hanging in the sacristy inside the door. Please let Gloria Tymms know if an altar cloth is stained with wine or ash.
3. If there are flowers on the altar in the silver vases, after the service, the flowers may be taken home by the donor. (or sent to the home of a shut-in / given to a member suggested by the Pastor, etc.) The empty silver vases should each be placed in a large brown anti-tarnish bag and placed on the shelves in the sacristy. (Particularly important during Lent when there are no flowers on the altar.)

#### **\*Care of Communion Silverware**

The communion silverware has been re-plated and repaired as necessary. The silversmith has passed along some information that needs to be kept in mind as the chalice, flagon and paten are being cared for.

The flagon is over 100 years old and over time the silver coating has worn thin and the base metal has become more fragile. The inside of the flagon has been cleaned to remove a black coating which had developed. In order to keep it useful for years to come, the following care details have been recommended by the silversmith:

1. Wash the flagon regularly in warm, soapy water. Rinse well inside and out with hot water, then thoroughly dry the inside and buff the outside with a soft towel to maintain the shine. Avoid using metal polishes which wears off the layer of silver.  
A plastic container of soft towels, dish cloths and a dish mop for use to dry inside the flagon has been placed under the kitchen sink. **Wrap the dry mop head in a towel to get down into the bottom and side of the interior of the flagon to ensure it is dry. (Note: This is very important.)**
2. Gently wash the chalice in warm, soapy water and rinse well with hot water before drying. **Buff only the outside with a soft towel.** Note: The inside needs only to be dried with minimum rubbing as it has been re-plated with a gold layer and is a soft metal.
3. The paten should be washed in warm, soapy water and rinsed well with hot water. It should then be dried and buffed with a soft towel.
4. Items should then be stored in the special brown cloth bags to prevent tarnish.
5. Keep towels for communion vessel care separate from kitchen linen and stored in the container under the kitchen sink.

Thank you for participating in this ministry of care for a very important part of our worship experience.