

Altar Care Instructions

FIRST SERVICE – Preparation

- Pour 4 trays of wine with grape juice in the center
- Pour 1/2 tray of juice only in the tray with the silver holder
- Add 2 empty trays and stack all the trays
- Fill the gold chalice 1/4 full with wine; cover with gold cover with cross on it
- Put wafers in the ciborium and cover with flat gold cover
- Ensure there are brown gluten-free wafers in the round wooden box
- Cut the gluten-free bread into cubes; place on the paten
- Place all of these on the altar as shown in the diagram below
- Cover the ciborium, chalice and round wooden box with a cloth
- Cover the bread with a cloth; place additional cloth next to the bread

BETWEEN SERVICES – Refresh

- Remove empty glasses from trays
- Ensure there are 3 full trays of wine/juice (using up the juice from the juice-only tray)
- Include 2 empty trays; restack and cover
- Ensure that there is enough cut bread and clean-up crumbs
- Review total set-up to ensure it looks neat and well-stocked

SECOND SERVICE – Clean-up

- Remove empty glasses and wipe any spills from the trays
- Pour untouched wine into the plastic container (with a spout) and place in the refrigerator. If there is too much, pour it down the sink or drink it. It is Holy and cannot be put back into the bottle.
- Remaining bread should be eaten or broken-up and fed to the birds. It is Holy and cannot be put in the trash.
- Replace all items in the cabinet
- Wash the white cloths, if necessary

Communion Update

Updated 4/25/2022

We are currently using Hawaiian Sweet Bread rolls for communion. There are rolls in the freezer compartment of the sacristy/choir room refrigerator. Please check a week before you are scheduled to see if there are rolls in the freezer. If not, purchase a package of 16 or 24 rolls (or 2 X 16 at Costco) and submit the bill.

A square of four rolls can be slightly thawed, sliced in half horizontally, then each top and bottom half cut into 9 squares. This makes 64 cubes...enough for communion most Sundays right now.

(NOTE: this was written the end of April, and in-person attendance is running at 50-60 people most Sundays. Check with the office to see if more is needed.)

If you go in and prepare bread cubes on Saturday and leave the ziplock bag of bread in the refrigerator, it's a quick thing to come in Sunday morning and put linen on a paten (bread tray), wrap the napkin around the bread after you empty the bag onto napkin, fold it and you're done. If you get a chance to cut up more, put the cubes in a freezer bag and write on the outside how many cubes are in the bag.

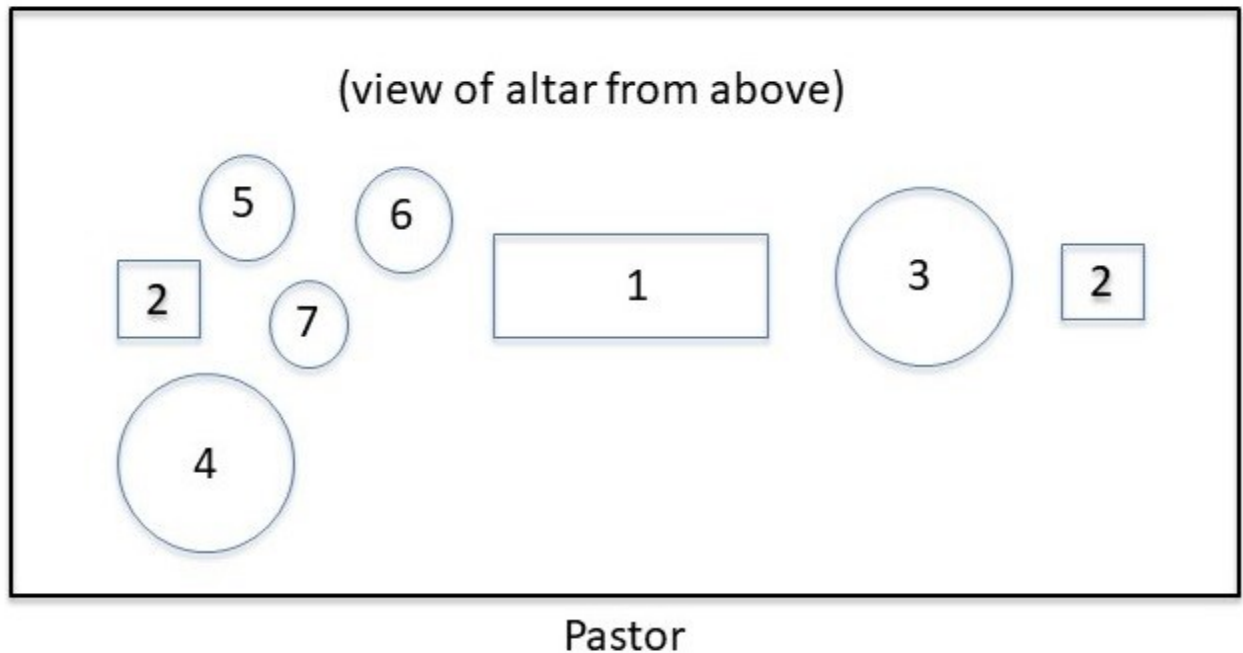
If bread is put out by 9:30 it is usually thawed by communion.

I've been putting more cups in each tray: 5 juice in the center and groups of 2 around the two outer rows with a space between groups for wine. That makes almost 30 cups per tray. Yesterday I did 2 trays and we had 54 in the sanctuary so there were leftovers. If you want to be safe, do 3.

Gluten-free "bread" in individual sealed bags are in the round wooden container we used previously for gluten-free wafers. Please place this on the altar with the chalice and ciborium.

You can put 5-6 individual cup-and-wafer portions on the table at the back of the sanctuary for those who need them.

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Congregation



Altar Arrangement for Communion

- 1 – Missal Stand
- 2 – Candles
- 3 – Wine Trays
- 4 – Paten (for Bread)
- 5 – Ciborium (for Wafers)
- 6 – Chalice (for Wine)
- 7 – Wooden Round Box (for Gluten-Free Crackers)