

Preparation of the Altar and Sanctuary for Holy Communion [Eucharist].

Everything can be found in the far right-hand cupboard (with key in lock) in the sacristy.

1. Altar Cloth
Place white altar cloth (on roll) lengthways across the altar. Replace cross front/centre.
2. Altar Candles
Place the two large candles on the left and right front of altar.
3. Corporal and Purificator
The altar linens – *corporal* and *purificator*:
 - The corporal is carefully unfolded and laid out in the center of the altar (folded white cloth with red embroidered cross) where the priest stands.
 - The purificator [used for wiping the lip of the chalice, is draped over the *chalice*. between the chalice and paten [small bread plate]
4. Chalice
The empty *chalice* is then placed on the *corporal*.
5. Paten
The *paten* (small silver plate) containing the “priest’s host” [large wafer] is then placed on top of the *purificator*.
6. Pall
Next, lay the *pall* [the white stiff square cloth-covered thing] over the top of the paten, covering the priest’s host.
7. Veil
Cover with the *veil* (large cloth matching the *burse* and place the *burse* on top. The *veil* needs to be folded in a special way, which really needs demonstrating. It is folded in such a way that it is closed to the congregation but open to the priest.
8. Burse
The *burse*, an envelope-like thing in matching cloth should contain an extra purificator inside it. It sits on top of the folded veil, squared off so it is directly even with the pall underneath. The open part of the envelope should open to the priest so that the hinge is to the people.
9. Credence Table cloth
There is a small linen which fits on the credence table [small shelf on the wall of the chancel near the organ.] If you don’t find it, okay. It is optional.
10. Cruets

Wine and water are put in the glass *cruets* [pitchers] and placed on the *credence table* [shelf near the organ. Make sure all candles are lit.

11. Lavabo bowl and Lavabo towel

The lavabo bowl [a small silver bowl for washing fingers] is laid out on the credence table, with a linen towel under it. [a lavabo towel is larger than a purificator, but long and rectangular.]

12. Bread Box

The *Bread Box* [a silver cylindrical box with a tight fitting lid] should contain enough bread for the congregation. [50-100 depending on 9 or 11; see below under ciborium before deciding how many hosts to put in the bread box.] It is placed on the credence table.

13. Ciborium

The *Ciborium* [the lidded dish which holds the “reserved sacrament” in the tabernacle] should be checked to see how many hosts are there. If it is almost empty, the bread box might need more hosts, but if it full, the bread box can have less.

14. Tabernacle Candle [Sanctuary Candle]

If the candle in the red glass, wall mounted sconce near the *Tabernacle* has gone out, please replace it lit. (extra candle supplies are in the cupboard directly opposite you when entering vestry). It is easier to light the candle first and then drop it gently into the red holder.

15. Lectionary Book

Place the *Lectionary* on *lectern* open at 1st reading of the day, place ribbon markers in second reading.

16. Altar Missal

Place the *Altar Missal* [large Prayer Book for the priest] on the right side of the altar.

17. Second Chalice

A second *chalice* and *purificator* is often needed. When needed it should be set on the credence table.

18. Microphones

Make sure the microphone is switched on. The switch is on the amplifier in the hall closet between the chancel and the sacristy. It is in the floor level cabinet. The toggle switch is near the floor. When turn on a red indicator light comes on. The power cable for the wireless microphone should also be connected. Once shown how to do this it all will be clear, but it is hard to describe in writing. Ask Ken to show you.

19. Glass of water for Ken.

Please place a glass of regular tap water [Leitungswasser] without bubbles on the front pew where Ken sits.

20. St Catherine’s Banner

The banner is to be placed at rear left when facing the altar. Make sure it is hanging straight and that the rope is not twisted.

21. Clean-up

Wash out the chalices, clean the patens, roll the altar linen, and put everything back in its place after the service. Used little linens, that are need cleaning are to be taken home and gently washed and ironed. Any wine-stained linens need to be kept damp until washed at home. Please return the clean linens promptly as we don't have lots of each.