Holy Communion Table Set Up

Take the 2 black communion set boxes from the safe and bring them to the altar.

Remove the cross from the altar.

Move the flowers away from the centre of the altar

Take out the large chalice, small chalice, ciborium and paten and place the black boxes out of view from the congregation.

From the cupboard and the drawer underneath the altar, take a corporal, 2 purificators, the burse and pall, the veil, the water jug and the tub of communion wafers.

Ensure that the burse and veil match the lectern hanging and that they are the correct colour.

If you are unsure what any of these items are, see Appendix A. For correct colours, see appendix B.

Get some fresh water from the kitchen in the glass water jug.

Place the corporal onto the altar cloth. Revd. Heather is currently unable to celebrate Holy Communion from the altar and so, if Heather is leading, put the Corporal onto the small table which is being used for Holy Communion.

Place a small amount of communion wine in the large chalice and add some water.

Place a single sip of communion wine in the small chalice with a splash of water.

Place 39 wafers in the ciborium.

Place 1 wafer on the paten and place paten on the large chalice.

Arrange the silverware on the corporal cloth: the large chalice with paten towards the front and the ciborium and small chalice behind.

Place the pall on the paten.

Place 2 purificators at the front of the altar.

Drape the veil over the Holy Communion elements so that the embroidery is centred on the front, facing the congregation.

Set out the burse to the left of the altar as seen from the front.

Holy Communion Table Clear Down

Place the pall inside the burse.

Place the burse, corporal (if clean) and veil in the cupboard below the altar.

Place the excess communion wafers in the plastic jar and return to the cabinet under the altar.

Wipe clean the paten and ciborium with a paper towel and return to the appropriate box.

If there is wine left in the chalices, pour it discretely onto consecrated ground.

In the kitchen, clean chalices with hot water and a drop of detergent, taking care not to get the bottom of the chalice wet.

Dry chalices with a clean tea towel.

Return chalices to boxes and put in safe.

Move the cross and flowers into their normal place on the altar.

Take any dirty linen home, launder and return to cupboard as soon as possible.

Appendix A: Terminology

Burse – a fabric covered case for the corporal which is displayed on the altar during the Holy Communion service

Ciborium – the vessel with the lid used to hold the wafers

Corporal – A small square or rectangular linen cloth placed on top of the altar cloth to catch spills. 18” to 24” in size.

Pall – A linen covered square of cardboard or similar, used to cover the chalice and paten.

Paten – the plate to hold the Vicar's wafer which sits on the large chalice

Purificator – a small rectangular linen cloth which is used to wipe the chalice after each communicant has taken the wine

Veil- the coloured cloth which is arranged like a tent over the Chalices etc.

Appendix B: Altar Cloth Colour Guide

This is guide only. There is a definitive list according to date for the current year in the Vicar's vestry.

Advent – Purple

Christmastide – White/Gold

Lent – Purple

Eastertide – White

Ordinary Time – Green

Pentecost - Red