

## CHECKLIST – COMMUNION

1. **Wine.** Fill individual cup trays with wine (using the consecrated wine first\*) before the Saturday 5:30 p.m. service. Fill one flagon (wine pitcher) just below the spout – this amount should last for **both** services. Look at the previous Sunday’s bulletin for the attendance to help you determine how many trays to fill. If there are special services, ie. Ash Wednesday, Maundy Thursday, Easter, Christmas, etc., take this into account when determining how many to fill. \*Note: wash consecrated wine bottle out after it has been emptied to prevent wine from fermenting in the bottom of bottle.  
**Wafers.** Fill the large Pyx (wafer container) – this amount should last for **all** services – no need to refill. You may want to place an unopened sleeve of wafers on the altar in case they run short.  
**Gluten-Free Wafers.** **Place 4 wafers on the small paten and place the large paten on top of it.**

2. The flagon should not need to be added to. The Chalice should be placed on the altar **empty** before each service. After each service empty any remaining wine in the chalice into the “piscina” and wash the chalice for the next service.
3. The following should be placed in the center of the altar before you place the communion vessels on the altar:
  - a) Flannel pad should be placed under the fair linen (stays there all the time).
  - b) Another flannel pad should be placed on top of the fair linen before you place the corporal.
  - c) Corporal should be placed on top of the flannel pad on the top of the fair linen.
  - d) A flannel pad covered with a Corporal should also be placed on the Communion Table.

4. The following communion vessels should be placed on the corporal:

Pyx with With extra wafers	INDIVIDUAL CUP TRAYS	
Empty patens (2) With small spoon & Purificators (4)	Flagon of Wine	Empty Chalice with Pall on top
Pyx filled with wafers		

5. Cover all sacred vessels with Veil.
6. The **Worship Assistants’** Saturday night duties are to: empty the chalice (see #2), fill the flagon only if there was a large attendance (see #2), and put out more filled individual trays after the Saturday night service in preparation for the 9:00 a.m. The oil candles should last for both services (two hours)– replace only if each service lasts more than 1-1/2 hours.
7. After the second service or last communion service, all vessels should be removed from the altar. Any wine remaining in the individual cups may be emptied back into the washed “consecrated” wine bottle and the plastic cups should be rinsed in a small amount of water and thrown away. The rinse wine water should be poured down the “piscina”. Any wine remaining in the chalice should be emptied into the “piscina” located in the far right hand corner of the counter top in the sacristy. Wine remaining in the flagon (pitcher) can be poured back into the “consecrated” wine bottle.
8. All vessels should be washed in hot soapy water, dried and placed in their proper flannel coverlets. The individual trays do not have flannel coverlets.
9. All communion linens should be removed from the altar and left on counter. If the fair linen is soiled that should also be removed and replaced with a clean fair linen. If a parament is soiled, please call Joan and it will be taken to the dry cleaners.
10. Please let the Deacon in charge of worship or Joan know if we need more wine, wafers or individual cups so they can be ordered.