

PREPARATION GUIDE FOR THE SUNDAY MORNING FAMILY EUCHARIST

Recent Changes

- Spelling correction (spotted by a kindly gentleman in Sleaford)!

Definitions

“*Purificator*” – a small white cloth used during and after communion to cleanse the vessels.

“*Corpora*” – a large white cloth placed on the altar.

“*Chalice*” – a silver cup from which we drink the blood during communion.

“*Ciborium*” – a bowl with lid used to hold the wafers.

“*Paten*” – a silver dish used to hold the priest’s wafer.

“*Pall*” – a white square board used to prevent dust falling onto the priest’s wafer.

“*Lavabo bowl*” – the glass bowl used in the purification of the priest’s hands during the preparation for communion.

“*Lavabo towel*” – a small white cloth used to dry the priest’s hands after purification.

“*Aumbry*” – the small “safe” in the wall to the right of the sacrament chapel altar.

“*Credence Table*” – the small table by the nave altar.

“*Offertory Table*” – the small table at the back of the church.

Preparation in the Sacristy

Silver items are found in the safes. Others are normally found in the wooden cupboard.

- Prepare four chalices. “Dress” the largest chalice with items in the following order (starting at the bottom); purificator, paten, priest’s wafer, pall and corporal. The remaining three chalices have only purificators.
- Gather two ciboria. Ensure they contain wafers, each has a little numbered piece of paper on the rim and the lids are on.
- Gather the glass tray. It should contain the lavabo bowl and a lavabo towel.
- Fill two glass phials with water.
- Ensure the silver wine flagon contains plenty of wine.

Credence Table

This should contain:

- The four prepared chalices, placed on the right-hand side of the table. The dressed one should be at the front.
- The glass tray with the lavabo towel and bowl

Nave Altar

Ensure that the small lectern is placed in the centre of the alter facing the back of the church, ready to receive the gospel book at the end of the gospel procession.

High Altar

Normally, no action is required here. For special days (e.g. Pentecost), place the candles from the triangular cupboard in the corner of the sacristy on the corners of the platform on which the altar stands.

Sacrament Chapel Altar

- Remove the altar cover and place it to one side if not already removed (by the “eight o’clockers”).
- Place the candlesticks from the safe by the door in the sacristy on each end of the shelf to the rear of the altar.
- Unfold a corporal in the centre of the altar.
- Ensure there are no other items on the altar (e.g. the small wooden lectern).
- Place one of the glass phials near the right-hand end of the shelf at the back of the altar.
- Place the key to the aumbry in the lock. The key is kept on the same ring as the key to the sacristy door, and is often to be found in the sacristy door lock.

Offertory Table

Avoid placing silver items here until there are people in the back of the church. This reduces the risk of theft. The offertory table should contain:

- The wine flagon.
- A glass phial of water.
- The two ciboria

Pulpit

Refresh the water in the glass phial on the edge of the pulpit. Make sure there is a clean glass over the top.

Lighting Candles

Direct the acolytes to light the candles. This should begin at approximately ten minutes before the service begins. Candles should be lit starting from the right-hand (south) side of the church and proceed towards the north. The only exceptions to this are the high altar candles on the floor (if used), which should be lit last for safety reasons.

After the Service

Direct the acolytes to extinguish the candles, starting with the high altar candles on the floor (if used), then proceeding from the left-hand (north) side. Please put everything away as you found it except for the purificators and lavabo towel. These should be placed in the white dirty linen bag on the side of the wooden cupboard in the sacristy. Also, check that the small lectern is placed on the nave altar facing the back of church (ready to accept the gospel book next service).

Go for a well-earned cup of coffee.