

CHANCEL CAREGIVER SET-UP PROCEDURE

General instructions: Patricia Gault and/or Phyllis Turner or their designee will place supplies (per count below) for the 8:00 a.m. service on top of the cabinet cart before 8:00 a.m. Sunday morning. Pastor will remove the plastic wrap from the dishes.

On Sunday, please place supplies (per count below) for the 9:00 a.m. and 10:30 a.m. services on top of the cabinet **just before** each service. Please remove the plastic wrap.

Please wash all used chalices between each service. Please wipe spots and fingerprints off the wine pitcher when refilling, and wash it when it is empty. Dispose of leftover wine from chalices on the ground outside.

One open bottle of wine and open packages of wafers in a plastic tube, are in the altar cabinet to facilitate easy refill. Unopened wafers and wine are stored in the small back room. Please wash the glass wafer plates as they get fingerprinted. Please cover counted wafer plates with plastic wrap when you set up for the following Sunday.

When you clean up after the 10:30 a.m. service, please prepare wafer plates and fill wine pitcher as if for the 9:00 a.m. service. This will insure adequate supplies for the next 8:00 a.m. service and minimal set-up for the following 9:00 a.m. service.

Please place small cloth (per count below) on top shelf in cabinet at front, w/ one large altar cloth behind it. Please wash and return purificators (small cloths), larger altar cloths and dishtowels by the next Sunday. Boiling water or Oxyclean work well on wine stains. Please avoid fabric softener; the scent is off-putting around the wafers and wine.

Note: *On the 5th Sunday the children return from Learning Circle for Communion.*

8:00 a.m. service:

- 1 glass pitcher filled with wine
- 1 glass chalice, 1 silver chalice
- 1 glass plate, with 70 small wafers, topped with 1 large wafer
- 2 small cloths, 1 large altar cloth

9:00 a.m. service:

- 1 glass pitcher filled with wine
- 3 glass chalices, 1 silver chalice
- 3 glass plates, **each** with 80 small wafers, one plate topped with 1 large wafer
- 4 small cloths, 1 large altar cloth

10:30 a.m. service:

- 1 glass pitcher filled with wine
- 2 glass chalices, 1 silver chalice
- 2 glass plates, **each** with 75 small wafers, one plate topped with 1 large wafer
- 3 small cloths, 1 large altar cloth

Revised July 2007