

Pre-Christmas Set up - 2018

- Altar:
 - Change all hangings to Thompson white
 - Put on a fresh fair linen
 - Place corporal with plastic underneath, front and center, about 1" from edge of the altar
 - Place brass missal stand on altar on left side of the corporal
- Candles:
 - Refill pavement candles and torches
 - Place Christ candle in the Advent wreath
 - Prepare congregational candles for 7:30 & 10:30 services using 2 baskets. When done, put the baskets in the Narthex under the large table where the Nativity scene is set up.
 - Fill aisle candles and put glass chimneys on. **Do not put out until after the pageant.**
- Set up the wooden Nativity scene in the Narthex (store the box in the loft)



- Find 6 red baskets for 5:00 service offering and put in the narthex (you can often find the red baskets from the parish hall kitchen).
- Cover the large credence table
- Use a bulletin to mark Lectionary and Gospel for 7:30 and 10:30 services
- Take silver out of bags and prep for the 7:30 service. Place items in locked cabinet:
 - Vested chalice, with chalice veil and burse. Use **large** priest host.
 - Large flagon - **be sure to take paper towels out**
 - Small flagon - **be sure to take paper towels out**
 - Second chalice with purificator and paten on top
 - 2 intinction cups
 - Lavabo and towel
 - Ciborium with 75 wafers.
- Set out pottery for 5:00 service on sacristy counter:
 - Pottery chalice, vested with purificator, paten, **large** priest host and corporal
 - Pottery ciborium with 200 wafers
 - 3 glass cruets with stoppers
 - Small pottery flagon
 - 1 pottery chalice, vested with purificator and paten
 - 2 small pottery intinction cups for grape juice
 - 2 cans of grape juice
- Bag and label 50 wafers for 10:30 service

Christmas Eve: Prep for 5:00 p.m. service

- Prepare the pottery flagon:
 - 2 cans of grape juice in small flagon
- Prepare the glass cruets:
 - Fill one with 2 cups of wine from the bottle
 - Fill one with some consecrated wine from the ambry
 - Fill one with tap water
- Bulletins:
 - 4 on chairs for acolytes
 - 6-8 bulletins in the holder by the sanctuary door near the rear steps
 - one on the brass missal stand, open to “The Holy Communion”
 - the rest in the Narthex
- Place on the altar:
 - Pottery chalice, vested with purificator, paten, priest host and corporal



- Place linens and vessels on covered credence table (see picture next page)
 - Small pottery flagon with grape juice
 - 1 pottery chalice, vested with purificator and paten
 - 2 pottery intinction cups
 - Cruet with water
 - Hand sanitizer
 - Small paten with spoon
 - Ciborium from ambry
 - Glass cruet with consecrated wine from ambry
 - 3 purificators
 - 2 pyx with gluten free wafers from the ambry



- Place elements (cruet with unconsecrated wine & pottery ciborium) on narthex table



Christmas Eve: Prep for 7:30 service

- Wash up and put away pottery. All silver used for this service is in the cabinet and ready for use.
- Pour any leftover consecrated wine into the crystal cruet in the ambry
- Put leftover consecrated host into the small silver ciborium
- Place aisle candles in holders on the pews
- Place a congregational candle from the baskets on each altar seat
- Set the 2 baskets of congregational candles in the narthex
- Put out chasuble on communion rail closest to the choir
- Communion set up:
 - Put 1 cup of wine in large flagon
 - Put 1 can of grape juice in small flagon
- Altar set up:
 - Place vested chalice on altar, centered on corporal.
 - Put Gospel book on right corner of main altar
 - Place brass missal stand with service bulletin open to “Holy Communion”



- Place elements (flagon & silver ciborium) on corporal on narthex table



- Place linen and vessels on covered credence table:
 - Lavabo bowl with lavabo towel on top
 - Small paten with spoon
 - Hand sanitizer
 - Small flagon with grape juice
 - Cruet of warm water
 - Place alms basins in receiving basin and put them on the bottom shelf of the credence table
 - One chalice vested with purificator and paten
 - Two intinction cups
 - Three purificators
 - Pyx with gluten free wafers from ambry
 - Ciborium with consecrated wafers
 - Wine (poured into a glass cruet) from aumbry
- Place communion plates on credence table bottom shelf



- Bulletins:
 - 4 on chairs for acolytes
 - 1 on the lectern
 - 6-8 bulletins in the holder by the sanctuary door near the rear steps
 - the rest in the Narthex

Christmas Eve: Prep for 10:30 service

- Wash up communionware, don't bag up silver
- Replace, as needed, congregational candles and set the 2 baskets in the narthex
- Place a congregational candle from the baskets in the narthex on each altar seat
- Put out chasuble on communion rail closest to the choir
- Communion set up, in silver:
 - Put 1 cup of wine in large flagon
 - Put 1 can of grape juice in small flagon
 - Vest chalice with with chalice veil and burse. Use **large** priest host
 - 50 wafers in ciborium
- Altar set up:
 - Place vested chalice on altar, centered on corporal.
 - Put Gospel book on right corner of main altar
 - Place brass missal stand with service bulletin open to "Holy Communion"



- Place elements (flagon & silver ciborium) on corporal on narthex table.



- Place linen and vessels on covered credence table:
 - Lavabo bowl with lavabo towel on top
 - Purificator
 - Small paten with spoon 1
 - Hand sanitizer
 - Small flagon with grape juice
 - Cruet of warm water
 - Place alms basins in receiving basin and put them on the bottom shelf of the credence table
 - One chalice vested with purificator and paten
 - Two intinction cups
 - Three purificators
 - Pyx with gluten free wafers from ambry
 - Ciborium with consecrated wafers from ambry
 - Wine (poured into a glass cruet) from ambry
- Place communion plates on credence table bottom shelf



- Bulletins:
 - 4 on chairs for acolytes
 - 1 on the lectern
 - 6-8 bulletins in the holder by the sanctuary door near the rear steps
 - the rest in the Narthex

10:30 Christmas Eve service clean-up

- Wash communionware, bag silver
- Move baskets of congregational candles back to the Sacristy
- Remove Christmas Eve bulletins from narthex, recycle
- Leave aisle candles