

PORTABLE COMMUNION KITS SET UP

Current 06-21-24

NOTE: LEV's will pick up their portable communion kits on the first Sunday of each month. The kits will be returned the last Sunday of the month. Rev. Meredith will be handing the kits out at worship on the first Sunday of each month, so the kits will need to be ready before the early service on the first Sunday.

- Clean and restock each kit with:
 - chalice
 - purificator (portable kit size)
 - corporal (portable kit size)
 - consecrated wine
 - water
 - consecrated wafers
 - consecrated gluten free wafer
 - oil stock
 - cross
 - 3 copies of the LEV service bulletin
 - 2 blank copies of the LEV pastoral report

- Wash chalice

- Dispose elements into the piscina and wash cruets

- Refill water cruets (to the 30 ml level) with distilled water (stored in the corner cabinet above the piscina)

- Refill wine cruets (to the 30 ml level) with consecrated wine from the ambry

- Restock wafers from consecrated wafers from the ambry (6-8).

- (1) gluten free wafer (labeled, in a sealed baggie)

- Check the oil stock to make sure the oil has not gone rancid. If it has, please follow the procedure below:
 - Remove the cotton and place in a baggie for proper disposal. Wash and dry the stock and add fresh cotton (located in the corner cabinet in the blue extra supplies box).

 - Oil is stored on the right hand side of the wafer cabinet in a little glass tube, marked OI. Do not use the oil marked SC as it is for baptisms. Add enough oil

(several drops) to thoroughly soak the cotton but not so much that it leaks out.

- If the oil tube has been used up, please leave it next to the baggie containing the used cotton.

- Check used linens for stains that need to be pre-treated and leave in the labeled laundry basket on the windowsill.

- Extra copies of the blank LEV report are located in Rev. Catherine's box or in the rack on the wall next to the sacristy door.

- Additional copies of the LEV service bulletin are stored in the rack on the wall next to the sacristy door.