

<p style="text-align: center;">ST THOMAS ALTAR GUILD COMMUNION USING INTINCTION 2ND AND 3RD SUNDAYS</p>
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Reviewed October 2015
April 2013

In addition, this method of distribution of the Sacrament is generally used for occasions such as Christmas and Easter when the congregation will be large.

ITEMS NEEDED FOR INTINCTION SET UP:

2 INTINCTION SETS	LOCATED ON TOP SHELF OF TALL RIGHT HAND CUPBOARD OPPOSITE SINK
2 PATENS	UPPER LEFT HAND CUPBOARD, SECOND SHELF
COMMON CUP	UPPER LEFT HAND CUPBOARD, SECOND SHELF
1 FLAGON	UPPER RIGHT HAND CUPBOARD (SILVER POURING PITCHER)
1 CORPORAL	LEFT HAND DRAWER BY SINK (LARGER WHITE SQUARE LINEN WITH ORNATE CROSS)
2 PURIFICATORS	LEFT HAND DRAWER BY DOOR (SMALL WHITE "NAPKINS")
1 PALL	UPPER LEFT HAND CUPBOARD (SQUARE PLASTIC)
1 CIBORIUM	UPPER LEFT HAND CUPBOARD (ROUND SILVER - TOP HAS CROSS)
MISSAL STAND	ON TOP OF SAFE IN ROBINING SACRISTY (GOD BOOKSTAND - NO BACK)

**HOW TO SET UP ITEMS FOR COMMUNION
FOR INTINCTION
2ND AND 3RD SUNDAYS**

HOW TO SET UP ITEMS:

PLACE 1 EMPTY INTINCTION SET ON TABLE IN ROBINSON SACRISTY BY SAFE.

PLACE CORPORAL ON ALTAR AS USUAL.

PLACE 1 INTINCTION SET WITH WAFERS IN BOWL AND WINE IN CUP ON CORPORAL (PLACE THE SINGLE LARGE WAFER AT THE FRONT OF THE BOWL)

PLACE PALL ON TOP OF INTINCTION CUP.

PLACE 1 FOLDED PURIFICATOR ON TOP OF PALL – DO NOT UNFOLD TO DRAPE.

PLACE CIBORIUM WITH WAFERS ON ALTAR AS USUAL. COUNT THE TOTAL NUMBER OF WAFERS SET OUT FOR THE SERVICE.

PLACE FLAGON ON ALTAR HALF FILLED WITH WINE AS USUAL.

PLACE MISSAL STAND ON ALTAR TO LEFT OF COMMUNION SET UP AS USUAL.

TAKE DOWN:

POUR WINE IN FLAGON BACK IN BOTTLE. POUR WINE FROM INTINCTION CUP INTO PACINA.

COUNT THE REMAINING NUMBER OF WAFERS LEFT AFTER THE SERVICE AND SUBTRACT FROM THE TOTAL AMOUNT PUT OUT FOR THE SERVICE. THIS WILL GIVE YOU THE COUNT FOR THE TOTAL NUMBER OF WAFERS DISTRIBUTED. RECORD THIS TOTAL NUMBER ON THE COMMUNION SHEET ON THE NOTE BOARD.

CHECK LINENS FOR ANY STAINS. PLEASE LEAVE ALL SOILED LINENS ON THE WORKING SACRISTY COUNTER NEAR THE DOOR. PLEASE BE SURE TO CHECK MAIN ALTAR CLOTH. IF STAIN IS SMALL, REMOVE WITH SALT/WATER. IF LARGER STAIN, PLEASE REPLACE WITH FRESH LINEN.

<p>ST THOMAS ALTAR GUILD - COMMUNION SET UP COMMUNION AT THE RAIL - 1ST AND 4TH SUNDAYS</p>
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ITEMS NEEDED FOR SET UP:

UPPER RIGHT HAND CUPBOARD

2 FLAGONS

UPPER LEFT HAND CUPBOARD

2 POURING CHALICES	(CUP WITH SPOUT)
1 COMMON CUP	(CUP WITHOUT SPOUT)
1 CIBORIUM/HOST BOX	(ROUND GOLD CONTAINER WITH LID)
1 SILVER PATEN	(ROUND SILVER PLATE)
1 GOLD PATEN	(ROUND GOLD PLATE WITH NO SIDES)
1 PALL	(SQUARE PLEXIGLAS)
WAFERS	(1 LARGE AND ABOUT 150 SMALL)

TOP RIGHT HAND DRAWER BY SINK

1 TABLE CLOTH (FOR TABLE IN AISLE IN FRONT OF PEWS)

TOP LEFT HAND DRAWER BY DOOR

2 PURIFICATORS (SMALL WHITE LINENS)

BOTTOM LEFT HAND CUPBOARD

4 ROUND SILVER CUP HOLDERS
2 WOODEN GRAPE JUICE HOLDERS (SINGLE ROW OF 5 HOLES WITH CUPS)
1 WOODEN DOUBLE CUP HOLDER (ONLY 1 ROW OF CUPS, OTHER ROW EMPTY)

ON TOP OF SAFE IN ROBINSON SACRISTY

BRASS MISSAL STAND

**KITCHEN REFRIGERATOR AND ALSO IN CUPBOARD ON WALL
ACROSS FROM SINK**

UNOPENED GRAPE JUICE NEXT TO UNOPENED WINE

**HOW TO SET UP ITEMS FOR
COMMUNION AT THE RAIL
1ST AND 4TH SUNDAYS**

ON ALTAR - ARRANGE ITEMS ON ALTAR AS FOLLOWS:

- A. BRASS MISSAL STAND
- B. CIBORIUM (FILL WITH ABOUT 150 SMALL WAFERS. THERE ARE 100 WAFERS IN EACH APCKAGE. BE SURE TO USE THE WAFERS IN THE ZIP-LOCK BAGS, AND PLACE ON THE TOP SO THEY ARE USED FIRST).
- C. FLAGON (FILL A LITTLE OVER HALF FULL WITH WINE)
- D. CORPORAL
- E. PLACE "SILVER" PATEN UNDER COMMON CUP, DRAPE ONE PURIFICATOR OVER COMMON CUP WITH SMALLER "GOLD" PATEN ON TOP OF PURIFICATOR, AND ON "GOLD" PATEN PLACE ONE LARGE WAFER AND PALL; PLEASE REFER TO PICTURE ON BOARD.

ON CREDENCE/OFFERTORY TABLE TO RIGHT OF ALTAR AND LEFT OF OFFERING PLATES:

- A. 2 EMPTY POURING CHALICES

ON TABLE IN MIDDLE OF THE AISLE IN FRONT OF PEWS:

- A. PLACE THE SQUARE TABLE FROM ROBING SACRISTY CENTERED IN FRONT BETWEEN FRONT PEWS.
- B. PUT TABLE COTH FROM WORKING SACRISTY ON TABLE.
- C. PLACE 4 ROUND SILVER COMMUNION CUP HOLDERS FILLED WITH CUPS IN THE MIDDLE OF THE TABLE (2 IN BACK AND 2 IN FRONT)
- D. PLACE 2 SINGLE ROW, WOODEN GRAPE JUICE HOLDERS ON THE FRONT OF THE TABLE, ONE ON EACH SIDE, WHICH HAVE BEEN FILLED HALF FULL WITH GRAPE JUICE.
- E. 1 DOUBLE WOODEN CUP HOLDER WITH 1 ROW OF EMPTY CUPS ON THE FRONT RIGHT HAND SIDE OF TABLE. 1 ROW OF THE WOODEN CUP HOLDER WILL BE EMPTY.

ON STANDS AT THE ENDS OF EACH FRONT PEW:

- A. PLACE 1 EMPTY ROUND SILVER CUP HOLDER ON EACH STAND.
- B. PLACE ONE SMALL BASKET FOUND UNDER LID OF STAND) NEXT TO CUP HOLDER

SETUP IS COMPLETE!