

NOTES CONCERNING PRACTICES AT SERVICES

Dear Welcomers, Servers, Worship Leaders, Sacristans and Communion Administrators

As we enjoy finding our way in the restored church, Margaret and I have come up with a list of actions to make everyone's life easier.

1. Please ensure **hand sanitisers** available beside clergy and W/L seats.
2. **Elements** brought to from during first verse of hymn – **Welcomers** please place these on the Altar table - centrally. Deacon will receive them.
3. **Servers** to go down the steps to receive the **offertory plate** then turn to the altar to have plate blessed. (Basket in usual place)
4. **Servers:** bring to the table an extra patten and chalice. We will keep the cruet on the altar table to ensure enough consecrated wine. Servers to take Pall and patten tops away.
5. **At 9.30 service** please ensure 50 wafers in each patten (and 30 on hand – 50 on Easter Sunday) (20 each at 8am (40 each for Easter)
6. During administration there will be 2 pattens and 2 chalices. **The Server** needs to stand by the credence table and be ready to fill up chalices from cruet, or add to patten. If you are a communion administrator and running out of wine, alert server.
7. **Welcomers** – during communion please guide congregation to communion
 - If they are sitting on the right facing the altar they line up from the organ side (not too close to conductor) towards the middle
 - If they are seated on the left, line up from the middle towards the atrium.

Tasks at the end: if there is too much left in chalice or patten this will be placed on credence table and the priest will perform appropriate ablutions. Excess consecrated wine will be dealt with after the service; extra wafers to the jars in the aumbry. (further clean up instructions PTO)

CHECKLIST OF 9.30 SERVICE PREPARATION (with thanks to Bruce Williams)

| function | objective | responsibility |
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| <ul style="list-style-type: none"> • Chancel seating | sufficient for clergy, worship leader, servers, reader (between readings) | worship leader |
| <ul style="list-style-type: none"> • Overhead projection screen | rolled down | |
| <ul style="list-style-type: none"> • Microphones set up & working | worship leader, presider, gospel reader, intercessor | sound person |
| <ul style="list-style-type: none"> • Communion vessels set up | sufficient for administrators, chalice & cruet, pattern & ciborium at back. Others on credence table | Sacristan |
| <ul style="list-style-type: none"> • Rest home sacrament box | available to present in service | Sacristan (or Rest Home Coordinator) |
| <ul style="list-style-type: none"> • Participants prepared for duty | readers, intercessor, communion administrators | worship leader |
| <ul style="list-style-type: none"> • Bible in place for procession | ready to be carried into church | gospel reader |
| <ul style="list-style-type: none"> • Processional cross in place | ready to be carried into church | server |
| <ul style="list-style-type: none"> • Candles lit & extinguished | light before, extinguish after | server |
| <ul style="list-style-type: none"> • Collection plates available | ensure in at front row of seats; | Server |
| <ul style="list-style-type: none"> • handsanitiser at front rows | move in place during Peace ready for communion | Welcomer |

- Clearing away afterwards: left over consecrated elements to Aumbry server
vessels to vicar's vestry for cleaning (include patten as well as chalices please) server
Purificators to laundry bag (currently in bottom shelf left cupboard)