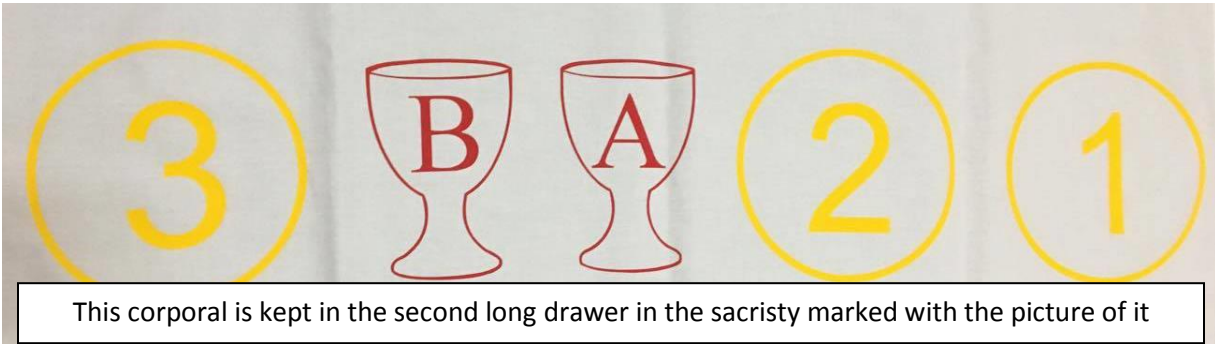


Procedure for setting up the altar for Sunday Masses – St Michael's

1. Numbered corporal is laid out on the altar before the Mass. (on the side close to the presider's chair/choir). Please remember to take out purifiers with chalices and ciboria.



2. At the offertory procession, when setting the altar, place empty chalices (with purifiers) and ciboria on the numbered corporal. The Missal is placed on the altar as usual with holder and the chalice for the priest.



3. After the offertory procession the jug with the wine and ciborium with hosts are placed on the main corporal.



4. At the beginning of the sign of peace, the communion bread and wine is distributed to chalices and ciboria. **Please stand on the side of the altar when pouring into chalices to avoid spillage.**



5. The distribution of ciboria and chalices follows the direction from right to left 1- 2 - A - B -3 (and 4 being a priest) of the corresponding numbers on the corporal. The acolyte/adult server hands the ciborium/chalice to the Eucharistic Minister saying (not pointing) what numbered position the person needs to take.



6. After the conclusion of the Mass please store the numbered corporal in the second long drawer marked with the picture of it.