PREPARATION OF THE TABLE

Before beginning serving with the priest, discuss the customary for the church and the preferences of the priest for placement of elements, which side the deacon stands, turning the pages, and marking the place as the Eucharistic Prayer proceeds.

* Before the service check the credence table to ensure everything is in place. Mark the book to the appropriate Eucharistic Prayer.
* Go to the table after the offertory sentence.
* Some churches have the custom that the chalice is vested. If so, remove the burse and the veil. Fold the veil and set it aside with the burse. Place the pall on the veil to take to the credence table.
* If the altar begins clear, bring a corporal, a chalice, and a paten to the altar. Unfold the corporal and place the chalice and paten on the corporal.
* Receive the wine and water. Pour some wine in the chalice. Add water to the chalice and to the remaining wine in the flagon. Place the paten in front of the chalice and the ciborium on the opposite side of the chalice from the flagon.
* Place a purificator next to the paten.
* Place the altar book on the side of preference for the celebrant and open it to the appropriate place.
* The deacon stands next to the Celebrant at the altar during the Eucharist. The usual place is at the Celebrant’s right. Again check with the Celebrant before. The Celebrant may want the deacon to stand on the left to guide her/him in the Altar Book.
* If you are not following the prayer with your finger, stand with your hands together at your waist. Always follow the prayer with your eyes to be prepared for the celebrant to lose their place.
* After the Fraction an additional paten and chalice(s), if needed, are brought to the altar. Prepare the additional chalice(s) and assist with breaking of bread into small pieces if needed.
* After communion is concluded, place the remaining elements in the appropriate place and clear the table. Again check the custom of the church to determine if everything is moved to the credence table or directly to the sacristy.
* Place the altar book in the center of the table, turned to the appropriate page.
* After the final blessing, remove the book to the credence table.