St. Luke Cedar Hill
Procedure for Presentation of the Gifts of Bread and Wine
at the 10:30 am Service

1. Before the service begins:
   a. Make certain that the Ciborium containing wafers and Cruet containing wine are on the table located at the transept of the church. The silver box containing extra wafers should also be on this table. A bottle of hand sanitizer should be there as well.
   b. The Ciborium should have a default count of 40 wafers. However, sometimes extra wafers aren't needed and there will be a note to that effect.
   c. Please identify one or two volunteers (Gift Bearers) to take up the gifts of Bread and Wine. Let the Gift Bearers know that they should take up the Wine Cruet and the Ciborium once the Offertory Hymn is announced. The Gift Bearers should follow the priest up to the altar.
   d. **The sidesperson/greeter <u>should not be one of the people</u> taking up the gifts as this needs to happen at the same time as the collection is taken.**

2. Once the service has begun:
   a. Once it seems that all have arrived for the service (including late arrivers and children), the Sidesperson or the Gift Bearers should adjust the quantity of wafers in the Ciborium so that an approximate number is ready for the offertory. PLEASE USE HAND SANITIZER PRIOR TO HANDLING WAFERS. The silver box (with wafers grouped in 10s) is there should more wafers be needed or some taken away from the Ciborium.
   b. Please keep in mind that the priest's host breaks into 4 pieces and also that there would be 2 gluten free WAFERS already at the altar. That means that the required number of WAFERS in the Ciborium needs to be 6 less than your total count.

3. At the Offertory:
   a. The Gift Bearers should take the Wine Cruet and the Ciborium up to the Altar once the Offertory Hymn is announced. The Gift Bearers should follow the priest up to the altar.
   b. The Liturgical Assistant will receive these at the Altar Rail. The Gift Bearers should also let the Liturgical Assistant know how many wafers they have put in the Ciborium.

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Revised February 2019