

Altar Guild Responsibilities

Purpose: It is an honor to work behind the scenes in the quietness and stillness of the sanctuary. The Alter Guild's purpose is to create an environment in the sanctuary where the congregation can come and experience the presence of and worship God.

FLOWERS

- To order and maintain flower chart
- To contact individuals wishing to donate flowers and obtain information for the bulletin
- To notify the church secretary of information in the bulletin
- To contact the florist with color choice, selection of flowers, name of person(s) to be billed, etc.
- Holiday flowers

ALTAR LINENS

- Leave soiled linens on counter and contact the committee person in charge of linens. Altar linens shall include: altar cloths and communion linens.

BAPTISMAL WATER

- Change water in baptismal font. (Where is this and how often? How to dispose of existing water?)

CANDLES

- Ensure oil in candles and supply available
- Polish and clean holders at least monthly
- Polish and clean acolyte lighters at least monthly

PEWS

- Clean out and organize hymnals and Bibles weekly
- Sharpen pencils and ensure pencils are in pew racks
- Insert visitor cards in pew racks weekly
- Determine information to be placed in pew racks

PARAMENTS & DECOR

- Check color chart calendar, match and hang the paraments accordingly. **MAKE SURE THE COLORS ARE CORRECT.**
- Hang Banners, when approved and appropriate.
- Obtain approval from Pastor when a request is made to hang anything in Sanctuary.

MISCELLANEOUS

- Dust altar, pulpit, baptismal stand, lectern, etc
- Straighten crocheted wraps at back of sanctuary