

Altar Guild Information Sheet

This sheet has been prepared to help make your work on the Altar Guild an enjoyable experience. It includes information about the duties that you will have while being on the Guild.

1. You will be assigned to carry out the duties of the Guild for 1 month.
2. When it is your month, you will be responsible for the Altar Guild set of keys. The key ring contains a key that will get you into the church entrances. This is for your use during the month. At the end of your month, either place it in the Altar Guild mailbox in the office, or pass it on to the next months team members.
3. During your month it is your responsibility to check the flower chart located in the narthex and contact those families that have signed up to donate flowers. Find out if they will be ordering or if they want you to. If they will be ordering, find out when they will be delivered to the church. The donors are to contact the church secretary directly to inform her what they would like listed in the bulletin.
4. Every Sunday during your assigned month your names and phone numbers will be listed in the bulletin so that members know who to contact for flowers that month.
5. Church members may order flowers from the Altar Guild. The guild member then calls Hy-Vee and orders a \$35 bouquet. Donors may wish to order their own bouquet but the flowers must be delivered to the church before 4pm on Friday. The donor should give the \$35 to the church Secretary or put it in their contribution envelope and mark it accordingly.
6. If you are the assigned Guild member for the month you will be responsible for placing the flowers in the chancel area, which is the area behind the communion rail. The flowers should be in place by 7:30am on Sunday. If you have more than one donor for a Sunday, we go by the first come first serve rule and the first to sign up, or to contact us will go on the shelf behind the Altar under the cross. If you have a second bouquet it may go on a stand to the right of the pulpit, or on stands in the corners at the end of the communion rail.
7. If we have funeral or wedding flowers they would be stored in the refrigerator and they can be used anywhere you choose. If they are the only flowers that we have please check them and pull out any flowers that might be looking old.
8. Check the Acolyte/Elders Gowns and make sure they are clean. If they need to go to the dry cleaners please contact Kathy J. and she will make sure they are cleaned.
9. Festival Days – The Altar Guild will discuss special decorating for festival days and the Guild will form a group to work on the decorations. (ie. Thanksgiving/Christmas/Easter)

Supplies

- Keys to the storage room are hanging under the small sink in the kitchen.
- A refrigerator for flowers is in the room where the Altar Guild room.
- All flower stands and candelabras are stored in the Altar Guild room.
- A storage closet located near the Sacristy contains the paraments and other supplies.

Paraments

- The paraments are changed according to the church calendar. A church calendar is posted on the inside of the storage room door. Along with sample pictures showing how it should look for each event.
- To move the brass elements white gloves must be worn. They can be found in the storage room.
- White linens on the altar must be laundered as needed.
- Chapel paraments and gloves are stored in the wall cabinet at the rear of the chapel.
- Place flowers in the chapel when they are available or upon request.

Seven Commandments for the Altar Guild

1. If it's metal, polish it.
2. If it's floral, arrange it.
3. If it's cloth, iron it.
4. If in doubt, wash it.
5. If it's been taken care of by one person for more than ten years, avoid it.
6. If it's a memorial, revere it or try to work around it.
7. If it's been done only one way for more than five years, don't try to change it.