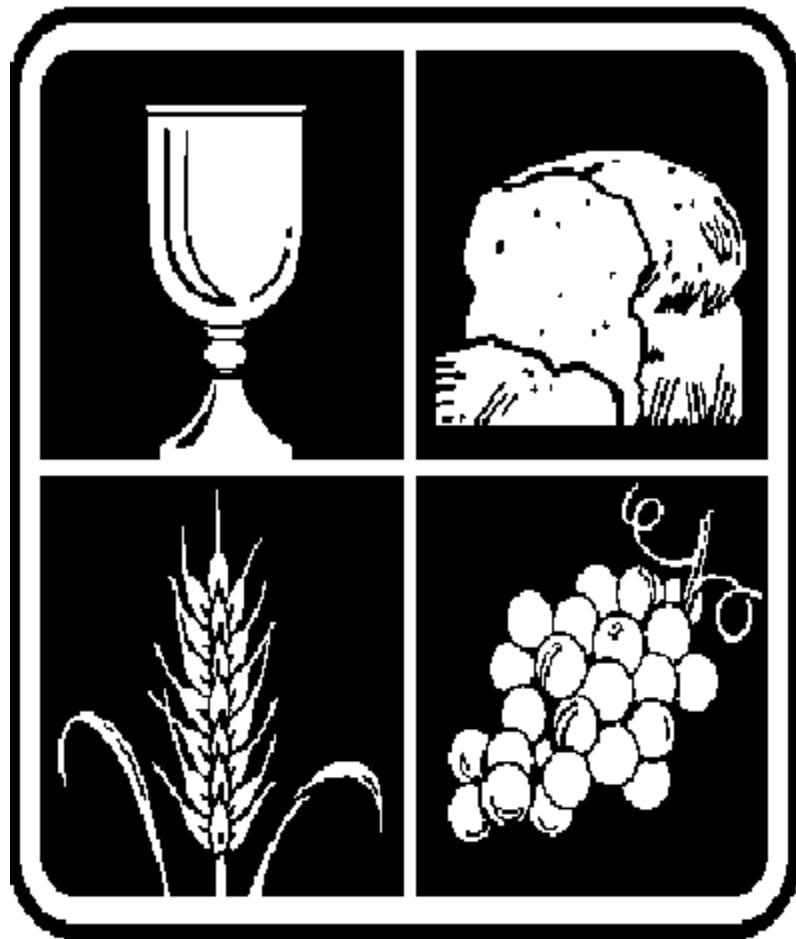

Altar Guild



United Lutheran Church
628 West Fifth Street
Red Wing MN 55066
651-388-3583

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MEETINGS

Altar Guild meets on the first Thursday of each month at 7:30 p.m. in the Fellowship Hall. Meetings are held from September through May. There are no meetings scheduled in June, July, or August.

Meetings are informal. The chairperson conducts the business meeting. Devotions are given by one of the members serving that month. Devotions may consist of Bible readings, other short readings, poems, or a prayer. (You may be as creative as you like.) One of the pastors will give a short Bible study or lesson to the group. Servers for the month are responsible for serving coffee and a simple dessert.

GENERAL RESPONSIBILITIES OF MEMBERS

1. Your duties begin on the first Sunday of the month. If your first Sunday falls on the first of the month, it is your responsibility to set up the Saturday before the Sunday service.
2. A church key may be picked up and returned to the church office. The key is passed from one month's servers to the next.
3. If you are unable to serve one of your weekends, you are responsible for finding a replacement. You may call someone on the "alternates" list, or switch weeks with someone signed up for another month.
4. Communion set-up is done the Saturday before the Sunday worship. Check with the office for possible Saturday weddings or other events that may prevent you from setting up until later in the afternoon or evening. To set up for Communion, follow the instructions posted on the bulletin board in the Altar Guild room. The instructions are also in this booklet.
5. Please call the office asking about upcoming baptisms or also look in the weekly bulletin. Instructions for setting up are posted in the Altar Guild room. The instructions are also listed in this booklet.
6. The acolyte robes need to be checked monthly for repair or cleaning needs. See cleaning instructions under laundering linens in this booklet.
7. Communion cards, kid's notes, and pencils are restocked by other volunteers prior to the next communion service. It is helpful if you could double check the pews to make sure the pews are neat and all is in order.
8. Changing the pulpit parament and strip banners is now the responsibility of the Worship Committee. They are stored in the storage room off of the balcony.

CHAPEL COMMUNION

Chapel Communion is the third Wednesday of the month at 2:00 PM in the chapel area of the Fellowship Hall. Members serving for the month are responsible for setting this up. You should plan to come at 1:00 PM to get set up. We use the round tray with the small wine glasses (which you fill), one host box and one purificator. These are placed on the altar in the chapel. Also, light the candles that are on the altar. You are also to furnish coffee and a treat for them after the service. The treats can be cake, cookies, breads or a simple dessert. The number attending this service varies from month to month, but you should plan on about 15-20 people. After the service you will need to clean up the communion things, as well as the lunch dishes. One person should be able to do this, but if you are all working or for any reason one of you can't do this, please let us know at the Altar Guild meeting for your month so we can have someone volunteer to do this for you.

SPECIAL EVENTS:

Annual Cleaning Day

Prior to Holy Week, the chancel and Altar Guild room is to be thoroughly cleaned. A list of tasks to be completed will be posted on the bulletin board in the Altar Guild room. Come when it is convenient for you and do what you can. When you have completed a task, check it off and initial it. You may complete as many tasks as you wish.

Ash Wednesday

The Ash Wednesday Communion service is the responsibility of the servers that month.

Holy Week

We may ask for volunteers for the midweek communion services. This will be done at the regular Altar Guild meeting.

Maundy Thursday

At the end of the Maundy Thursday service, servers for the month will strip the altar completely. Everything is stored in the Altar Guild Room.

Easter Flower Garden

Altar Guild members will arrange the flowers the Saturday morning before the Easter services. The flowers are arranged on the floor in front of the altar rail, on the altar rail, by the pulpit and also in the chancel area. Tables and stands are used inside the chancel area, as well as by the pulpit. These are covered with white sheets. Plastic covers are placed under the pots to prevent water stains on the floor and altar rail. Someone will have pictures from past years to give you guidance on how to set this up.

Easter Sunday Flower Delivery

Volunteers from the congregation deliver the flowers the Monday morning following Easter. The office provides cards with the recipient's name and address. These cards are grouped according to the delivery areas. Altar Guild members may also deliver or assist in filling boxes with flowers.

Thanksgiving

Altar Guild members have been involved in setting up the Thanksgiving altar cornucopia arrangement of the "fruits of the harvest". If you wish to volunteer your talents, please feel free to do so.

December

Altar Guild servers in December will be volunteers. Scheduling will take place at the November and December Altar Guild meetings.

Christmas Decorating

Decorating the Christmas trees is done by the Worship Committee. We will have some poinsettia plants we will need to arrange on the altar during the month of December.

Christmas Eve and Christmas Day

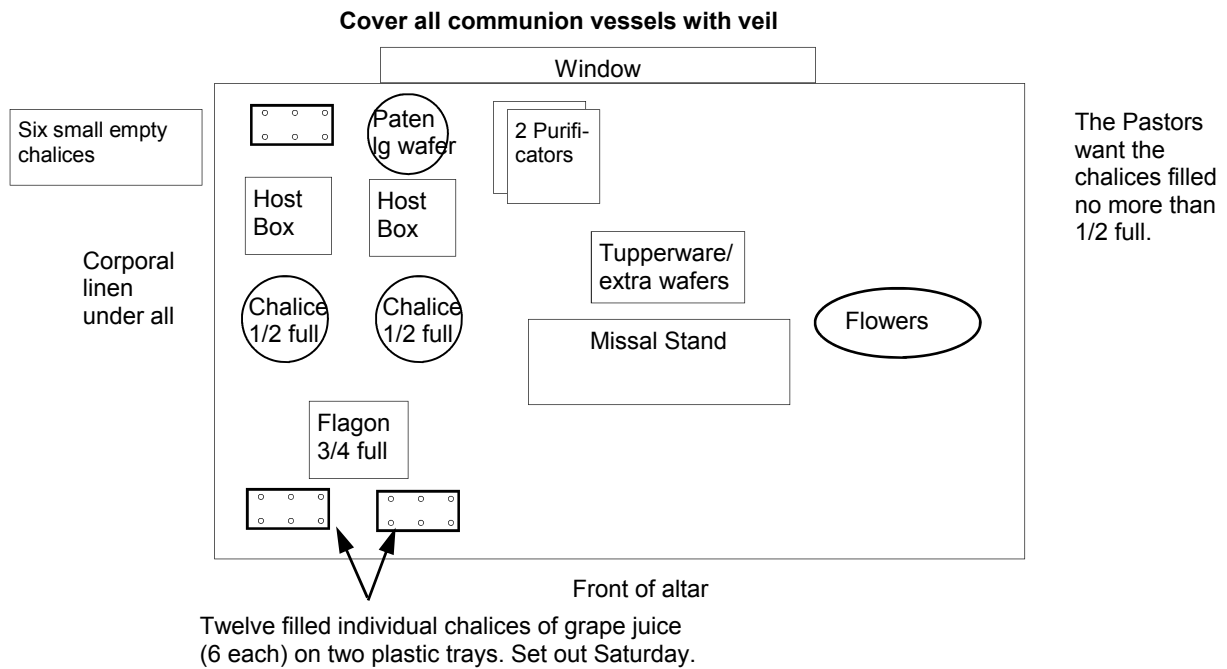
Member volunteers will serve for Christmas services. Sign up at the monthly meeting. There are four services on Christmas Eve—3:00, 4:30, 9:30 and 11:00 PM. There is one service at 10:00 AM Christmas Day. Communion is served at the 9:30 and 11:00 services Christmas Eve and the 10:00 service Christmas Day.

WEEKLY DUTIES

- _____ 1. Using a soft rag and wood treatment, wipe down all of the wood that is touched by hands or is soiled; the altar top, pulpit, and altar rail.
- _____ 2. Replace the eternal light candle with another glass candle insert.
- _____ 3. Fill the candles with oil per directions posted on the bulletin board. Also check the length of the wicks.
- _____ 4. The altar flowers are brought Saturday morning. Use flannel gloves to move the brass flower container from the Altar Guild room to the stage left side of the altar. Place plastic under flowers on altar to protect the wood from moisture.
- _____ 5. Prepare for a baptism if listed in the bulletin or if notification is on the counter in the Altar Guild room or on the linen storage cabinet in the Sacristy.
- _____ 6. Place a copy of the weekly bulletin on the Bible on the pulpit and two copies on the chairs where the acolytes sit.
- _____ 7. Touch-up vacuum, as necessary.

COMMUNION SET-UP DUTIES

- _____ 1. Do weekly duties (page 4).
- _____ 2. Set large potted plants beside the stained glass window. The stage right plant is placed on a tall wire plant stand and the stage left plant is placed on the white amplifier box.
- _____ 3. Set communion tables in the empty areas at the ends of the center front rows of pews. Set three trays of chalices on each table. The seventh tray should be handy in the Altar Guild room.
- _____ 4. Set out the clear plastic trays on the table behind the altar.
- _____ 5. Place extra wafers in tupperware container behind the missal stand.
- _____ 6. Place small tupperware container with 6-8 gluten-free wafers on one of the trays that holds the grape juice.
- _____ 7. Leave plastic cloth on fair linen. Cover it with a corporal linen.
- _____ 8. Put hand sanitizer behind missal stand.
- _____ 9. Place 1 large wafer on Paten for pastors to use during Words of Institution. This can be thrown after the services.
- _____ 10. Place vessels on the corporal linen as shown:



COMMUNION BY INTINCTION SET-UP

Place the following on the Altar:
 Corporal, 2 host boxes full of wafers, 2 chalices 1/2 full, 2 purificators, veil and extra wafers in plastic container.

COMMUNION SUNDAY DUTIES

- _____ 1. One member needs to be come early before the 7:30 AM communion service to put wine in the chalices and flagon as we can no longer do that

on Saturday. Other members of the committee need to be there during the service ready to wash chalices and set up for the 8:45 service.

- _____ 2. After the 7:30 AM service, tidy the altar, wash and replace used chalices to prepare for the 8:45 a.m. communion service.
- _____ 3. For the 8:45 & 11:00 communion services, up to four members are needed. The altar guild members may ask parishioners or spouses for help, if necessary.

Two members need to be in the Altar Guild room to wash used chalices, wood trays, and plastic trays as they come in from the sanctuary.

A third member needs to carry the trays or used chalices from the fourth member to the Altar Guild room, watch to assist near the altar, if necessary, and carry clean trays of chalices from the Altar Guild room to the person watching the altar if extra chalices are needed for the communicants.

A fourth member needs to sit in a pew close to the altar. As acolytes carry filled trays of used chalices to this member, she will carry the trays to the third person.

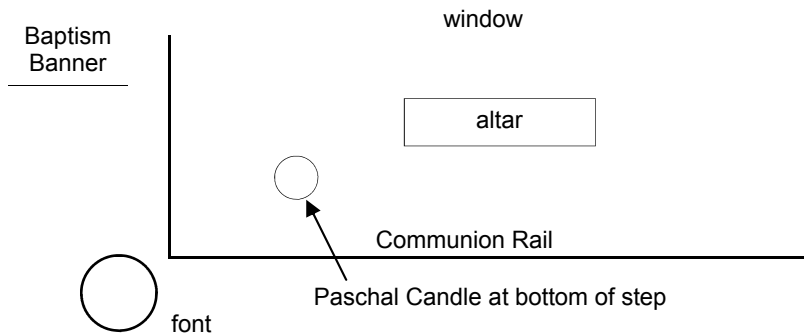
Watch for empty wooden trays. Retrieve the empty tray from the usher. Do not interrupt the communicant lines.

Replenish wooden trays of clean chalices, only if needed.

Replenish plastic trays, as needed.

- _____ 4. Do “After the 11:00 Sunday Service Duties” (page 7).

HOLY BAPTISM



1. Move Baptismal font to the stage right corner of chancel (see diagram).
2. Place silver pan into aluminum pan in font.
3. Fill baptismal ewer with **HOT WATER**. Water will be cool by the time of baptism. **Non-Communion Sundays:** Place ewer on edge of baptismal font. **Communion Sundays:** Place ewer on altar in front of communion setting (toward congregation).

4. Remove the embroidered napkin from plastic bag and the candle from the box. Place the napkin, candle, certificates, empty box and plastic bag beside missal stand on altar.
5. Place the Baptism banner out with child's first and middle name on it. If there are more than one Baptism, place all children's names on the banner.
6. Remove bowl and empty water at conclusion of service. Make sure font is dry before replacing cover.

AFTER THE 11:00 A.M. SUNDAY SERVICE (9:30 SERVICE IN SUMMER)

- _____ 1. Check the fair linen for soiling and remove it for laundering, if needed. We are using the Hardanger piece, so be sure it is always covered with the plastic to prevent soiling.
- _____ 2. Use flannel gloves to move the brass flower vase to the Altar Guild room. In winter, put the flowers into a tall kitchen garbage bag. Deliver the flowers to the parishioner listed on the sheet on the counter by the door. Leave the brass vase in the outer Altar Guild room.
- _____ 3. Leave notice in the office if wafers will be needed before the next two communion services.
- _____ 4. One member volunteers to launder soiled linens and towels. Follow directions for laundering listed at the end of this booklet.
- _____ 5. Call Altar Guild Coordinator if wine, club soda or cleaning supplies are needed.

LAUNDERING OF COMMUNION LINENS

Purificator (The small cloth used by the Pastors to catch any wine spills). Soak in club soda immediately following the service to prevent the wine from staining. Wash in warm water and Woolite or mild soap, rinse well. Dry. Iron, first on the wrong side, then on the right. Fold in thirds with the right side out, then fold in half.

Corporal (Symbolizes grave cloth of our Lords' entombment). Washed, dried and ironed like above. Then it is folded in 9 squares (3 each way with the WRONG SIDE OUT). When it is placed on the altar and opened up, the right side will be up.

Veil (the covering over the communion vessels as they are on the altar). When the veil is in need of laundering, take a cardboard roller and tissue paper from the drawer home with you. Wash, dry, and iron the veil with NO FOLDS in it. Roll around cardboard roller together with the tissue paper.

Fair Linen (a cloth covering the altar). Use a cardboard roller for this also. NO FOLDS. If wax or wine are spilled on it, you will need to remove them by using the following methods:

Wax: Place absorbent material (white paper towels are good) on both sides of the linen. Iron carefully with a warm iron, turning and changing the towel often as the wax will absorb into the towels. Continue until all wax is removed. Launder in cool or warm water to remove any residue.

Wine: Soak in club soda immediately, wash with Woolite and water. Rinse well.

Acolyte Gowns: When necessary (monthly, or when soiled), the gowns need to be laundered. They can be washed on gentle or permanent press cycle with regular detergent. Dry for a few minutes in the dryer, then hang to dry. Touch up with iron, if needed.

DUTIES OF THE COORDINATOR

1. Meet with the pastor prior to the monthly meeting to be updated on any changes.
2. Chair monthly meeting where she will update the members on changes, upcoming events, and obtain volunteers as needed.
3. Coordinate all special events, such as chancel cleaning, special holidays and celebrations which require Altar Guild volunteers. (See pages 3 and 4)
4. Periodically, check supplies and condition of linens, including acolyte gowns. Purchase wine and club soda as needed.
*****As stated in the member duties, it is the responsibility of each month's servers to notify the office if supplies are needed.
5. In December, confirm each member's monthly assignment choice for the coming year.
6. You can charge supplies as needed at Runnings, Ace Hardware and Koplins by signing a slip and writing "Altar Guild." You can charge at West End Liquor for wine and club soda. **Return the charge slip to the church office.**

ALTAR BREAD

Sift together:

1 ½ c. whole wheat flour

1 ½ c. white flour

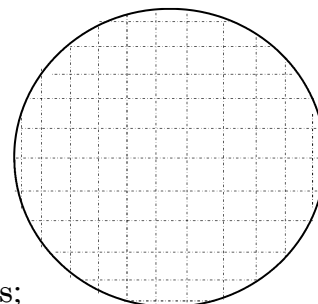
1 TB baking powder

1 tsp. Salt

Add: 1 c. water

¼ c. honey

3 TB oil



Mix until moistened. Knead until smooth. Divide into 8 pieces; roll out 1/8 inch thick. Score into small squares with serrated knife. **Press only—do not cut.** Put on ungreased cookie sheets. Bake 10-12 minutes in 375° oven. Do not overbake. Cool 5 minutes, then wrap each bread in plastic wrap. The bread may be frozen.

2007 Altar Guild Schedule

Our monthly meeting is the first Thursday of each month at 7:30 PM.
We do not meet in June, July and August.

Altar Guild Members

Coordinators 2007

Cheryl Roufs..... 388-9897
Sue Karow 388-5187

January

Robin Hartmann 388-2082
Barb Johnson 388-2297
Clarice Vagasky 388-2355
Elinor Zielkie..... 388-7773

February

Janice Everman 388-5157
Ann Gordon..... 388-8129
Mary Karjala..... 388-5223
Mary Skelton..... 388-8716

March

Mary Guenther..... 388-4665
Sheryl Hill..... 388-2905
Linda Holden..... 388-7548
Beverly Solheim 388-1266

April

Berdell Eastlund..... 388-2950
Karen Fandrey 388-5748
Cheryl Roufs..... 388-9897
Laurie Bell 388-1386

May

Jody Ohlhaber..... 388-1464
LuAnn Olson 267-1008
Sue Prescher 388-6976
Dee Bender..... 385-7521

June

Sheila Dicke 388-0719
Brenda Ehlers 388-8422
Julie Curt 388-6990
Lottie Aslakson 385-7535

July

Jeanne Bergner..... 388-5323
Annette Duncan..... 388-6456
Carolyn Smith..... 388-4161
Laurie Andrews..... 792-2842

August

Joan Carlson 388-4149
Bev Odden..... 388-3676
Lois Stumpf..... 388-5612
Lois Wipperling..... 388-2457

September

Christi Bystedt..... 385-7653
Connie Hanson..... 388-6833
Riki Kraabel..... 388-9219
Deanna Westby 388-9823

October

Darlene Bostrom 388-2688
Lori Johnson 388-9348
Ardee Rosasco 388-6326
Adaline Sampson 388-7348

November

Sue Karow 388-5187
Kirsten Ford..... 385-7797
Bev McAdams 388-5095
Marlies Roethke..... 388-1332

December

Membership Volunteers

Alternates

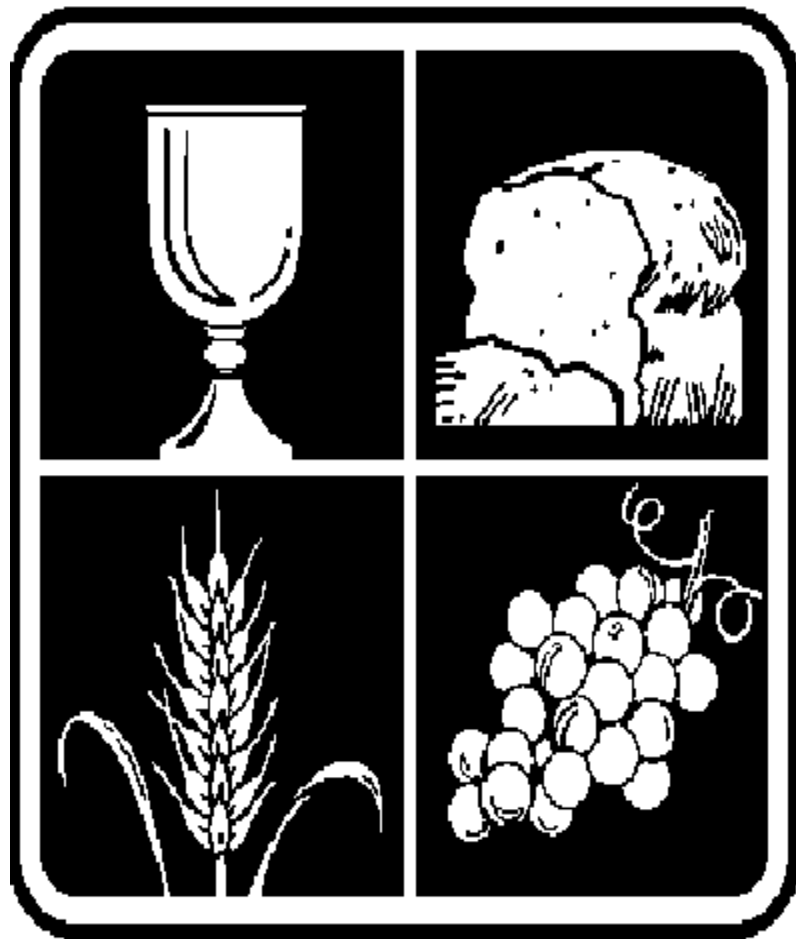
Audrey Bach..... 388-9601
Carol Bonde..... 388-7713
Nancy Johnson..... 388-4245
Judy Kjome 388-5301
Joyce Koerner..... 388-8165
Linda Meacham (winter).. 8-6988
Heidi Nelson..... 388-6382
Eileen Neste..... 388-7040
Renee Sonju 388-0677
Donna Wordelman 385-9398
Jane Wedrickas..... 388-6554

Chapel Communion

Coordinator

Connie Price..... 388-2208

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