

In Bob Weynand
Presented 4/6/76
Adopted 5/4/76
as amended

Policies and Procedures
The Altar Guild
Duke Memorial United Methodist Church

I. PURPOSE

The purpose of the Altar Guild is to provide an organization to prepare for and assist in services taking place in the sanctuary.

The Guild is also responsible for preparing the Altar, for providing guidance and counseling for ~~individuals~~ ^{persons} in the use of the sanctuary for approved functions and for training of acolytes.

The work of the Altar Guild is a sacred trust and calls for women who are consecrated to the task and who are willing to place love for Christ and His Church above personal feeling.*

II. ORGANIZATION

A. Responsibility

The chairperson, work area on Worship, is responsible for the organization of the Altar Guild.

B. Officers

1. President - selected by a nominating committee consisting of current president, the immediate past president and one other member of the Guild appointed by the president. The president-elect must have served on the Guild for at least one year.
2. Vice-President - selected by same procedure as president.
3. Recording Secretary - selected by the president-elect.
4. Social Secretary - selected by the president-elect.

All officers are elected for a two year term.

C. Membership

Members of the Altar Guild are recommended by Altar Guild members and/or church members may volunteer for service. All members must be approved and notified by the Minister. A minimum of 33 members should be maintained.

III. COMPOSITION

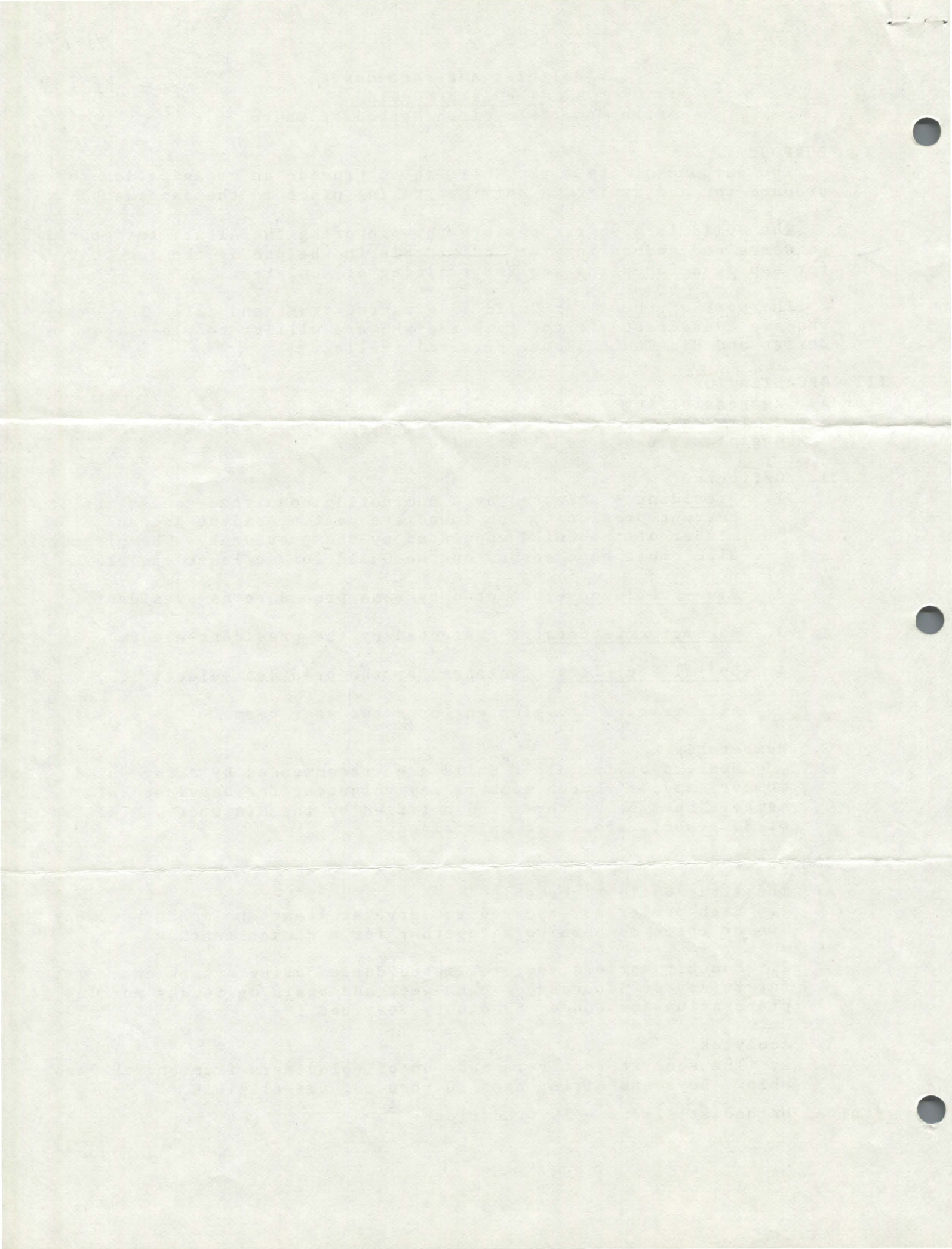
A. The Altar Guild Membership

1. Each member is expected to serve at least one month per year. Two or three members work together for a chosen month.
2. Monthly workers perform listed duties using a work check list for Friday or Saturday of each week and again on Sunday morning in preparation for Sunday Sanctuary Services.

B. Acolytes

1. The acolyte roster is made up of volunteers from church membership. Boys and girls, ages 10 thru 13, are eligible.

*United Methodist Altars - 1970 Edition



2. A training course is conducted annually by the Minister and attendance is mandatory for all new acolytes.
3. The acolytes serve on rotating basis: 2 each Sunday.
4. Acolytes must be vested to serve - their cassocks and cottas are purchased and maintained by the Altar Guild.
5. Acolytes serve at the Sunday Morning Worship Service in the sanctuary and assist the Minister at baptisms, communion services, and funeral services, memorial services, weddings or any occasion when requested by the minister.

C. Communion Committee

1. The communion committee consists of a chairman assisted by 2 members of the Guild who, working with the regular monthly workers:
 - a. prepare the Altar Table for communion service.
 - b. keep fair linens and silver communion service stored properly and ready for use at all times.
 - c. keep communion ^{elements} ~~sacraments~~ in cabinet and ready for each communion.
 - d. change paraments to white for each communion service.

D. Flower Representative

1. Signs up donors who wish to give flower arrangements for Sunday Services each week.
2. Reports donors request for disposal of flowers to the acting Guild members.
3. Orders a rosebud to be put on the altar for each new baby born to members of our church.

E. Wedding Consultant

1. Assists in weddings in Duke Memorial United Methodist Church when requested.
2. Follows instructions for wedding procedures as set up by Policies and Procedures Committee.
3. Any fees given to the consultant for her services are put into the Altar Guild Memorial Fund.

F. Music Representative

1. One member from the Music Department is in the Guild.
2. She works with the guild for close cooperation between music and Guild procedures.

G. Funeral Committee

1. Made up of a chairman and the monthly workers.
 - a. consults with the Minister and family for special instructions if the funeral is in church sanctuary.

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- b. assists the funeral director as needed.
- c. changes altar paraments to white; and lights candles - if no acolytes used.
- d. furnishes acolytes if family and minister request.
- e. offers funeral pall and makes it ready for use if requested. (it is never taken from the church).

IV. FUNDING

A. Operating Budget

- 1. Prepared each year by acting officers of the Guild; given to chairperson, Workarea on Worship of Council on Ministries. It is then submitted to the Finance Committee for approval by the Administrative Board.

B. Memorial Fund and Gifts

- 1. This fund was established and approved by the Administrative Board of Duke Memorial United Methodist Church in June, 1972.
- 2. Donations of gifts are made through the Guild for sanctuary or narthex use in memory of or in honor of family or friends.
- 3. Memorial funds are maintained in a Savings Bank account with the Treasurer of the church and -the Altar Guild president as signers.
- 4. Funds are used as donors request and/or as needed and voted by the Altar Guild to replace or to purchase sanctuary properties.

V. PROPERTIES

- A. The Altar Guild maintains a room (Sacristy). It has a cabinet in which are stored the communion silver service and ~~sacraments~~, acolyte vestments and lighters, candles and all working materials for the Guild. *elements*

- B. The separate storage room is located near the Sacristy. Its cabinet holds 4 sets of paraments, the pall, and communion linens. This room holds seasonal materials such as flower arrangements, Christmas decorations, etc. The 2 brass candelabra^a belonging to the church are in this room. *(brass the preferred plural!)*

- C. The kitchen near the Sacristy is used for preparation of communion ~~elements~~ *elements*.

- D. The Prayer Room is on opposite side of choir loft from Sacristy. This room and contents are under supervision of The Altar Guild.

