

DUKE MEMORIAL UNITED METHODIST CHURCH

ALTAR GUILD

The Altar Guild of Duke Memorial consists of 31 members - which includes the General Chairman, Secretary, Bridal consultant and committee, Music representative, and Flower Chairman.

The Altar Guild has been organized so that a committee of two or more members will be responsible for services taking place in the sanctuary for a period of one month. The Guild's work comes under the Commission on Worship who in turn serves on the Council on Ministeries. It is generally understood that to serve on the Guild is one of the most sacred and coveted privileges in the life of the church.

GENERAL INFORMATION

The Monthly Committee is responsible for:

1. All services, weddings, funerals etc. taking place in the sanctuary for its designated month.
2. Seeing that the Alter is in readiness. Flowers put in the church on Saturday for Sunday service should be checked to make sure that there is enough water.
3. Check with donors of flowers (names supplied by Flower Chairman) as to what plans they have for use of flowers after Sunday services. If families do not wish to use them, the flowers should be delivered to the sick. Pastor's secretary will supply the names.
4. Give names of two acolytes to serve each Sunday of month to Pastor's secretary by Monday morning at the latest preceding Sunday to serve, preferably Friday - 10 days before Sunday to serve - these names go into bulletin.

REMEMBER:

1. We have three sets of vases that can be used. The ones to be used each Sunday are to be placed in the Prayer Room where florists can place flowers before they are put on stands on the Altar.
2. Do Not hesitate to call on Building Superintendent or Sexton to help when they are needed. They are ready to help.
3. Do Not call on persons who are not members of the Guild to preform duties if something prevents you from being at the church. Call on some other member of the guild.
4. That there are special instructions for weddings, funerals, communion, memorials and Acolyte duties in communion and baptisms.
5. At the end of the month make a check of any materials needed to be replaced - such as brass or silver polish, cleaning cloths, candles, candle wicks etc. Also report any changes made on Acolyte list.
6. Should any member of the Guild feel that because of other duties or responsibilities serving on the Guild would require more time than she has available, she should notify the ALTAR GUILD CHAIRMAN.

The Members of the Altar Guild dedicate themselves and their work as an offering to God. At all times those serving in this sacred relationship exhibit reverence and respect for the Sanctuary. Our Guild only functions at its best when its members are inspired by a Spirit of Devotion.

MEMORIALS

1. Check the donors of Memorials Friday or Saturday before Memorial is to be made as to whether the flowers will be given to the church or received by the donors after the Sunday Service.

FUNERALS

1. The Pastor's Secretary will notify the General Chairman of any funerals in Sanctuary. The General Chairman will contact the monthly chairman.
2. The White Parament is used.
3. The family may wish to use flowers as a blanket or they may wish to use the Pall.
4. When the monthly chairman is notified of the funeral she should immediately contact a member of the bereaved family to see if they plan flowers or the Pall. Flowers are usually placed on the Altar by family or friends.

COMMUNION

1. Communion is served on the first Sunday in each quarter at 11:00 o'clock A.M.; on Maundy Thursday night and on Christmas Eve.
2. The White Paraments are used.
3. Only two candles are used.
4. The Communion Committee is responsible for making all preparations - after consultation with the minister as to number for which to prepare.

WEDDINGS

1. The Pastor's Secretary will calendar the wedding.
2. The Pastor's Secretary will provide the bride with the name of our Altar Guild Bridal Consultant and also a copy of Guide Rules submitted by the church to be followed for all weddings to be held in Sanctuary.
3. The Monthly Chairman will need to know what florist is to be used, as she or a member of the Altar Guild will be present to meet the florist in decorating for the wedding. She will remain while the florist works to see that nothing is done to desegrate the Sancuary.
4. The Committee will check after the ceremony to see that all candles are snuffed out, all decorations and floor candelabra are removed from Sanctuary.
5. The White Paraments are used.
6. If you need extra help call other members of the Guild and remember that your Altar Chairman is ready to help.