

## 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 baptismsals.
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.

WEEKLY DUTIES OF THE ALTAR GUILD

SATURDAY ( OR FRIDAY )

Church:

1. Check to be sure altar, pulpit and lectern have been dusted.
2. Check candles, change if appear too short.
3. Clean candles, trim wicks.
4. Clean wax from candlesticks using hot water and rub dry with soft cloth.
5. Polish offering plates with brass polish as needed or buff off finger prints. Place in cabinet in Prayer Room.

Check each week and do when needed:

1. Check candle lighters, polish with brass polish, replace tapers, and when needed clean inside with hot water to get wax out. (New tapers need to be cut or burned to fit candlelighters.)
2. Check acolytes Vestments in vestment cabinet - launder any cottas that are soiled - keep black cassocks pressed.
3. Polish brass (cross on Altar table as needed) and buff brass (lacquered) candle sticks with soft cloth.
4. Keep brass flower containers buffed.
5. Consult calender in (sacristy) Altar Guild Room to see if parament seasonal colors are correct - if not change them.
6. Check paraments for cleanliness - dry clean if needed.
7. Place one current church bulletin in each of ministers hymnals.
8. Place two hymnals with current bulletin in each on center front seat for acolytes.
9. Replace flower arrangement from Guild Room on Narthex table. Church bulletins are placed on this table.
10. Check Narthex for cleanliness - notify Sexton if cleaning hasn't been done. Brass door plates should be polished or buffed - also clear glass windows in doors kept clean.
11. Call Acolytes to serve on Sunday to remind them to meet you at 10:15 - 10:30 Sunday morning in Guild Room - Check names on bulletin board and on Acolyte serving sheet monthly committee chairman holds.
12. Check Choir loft, balcony and Prayer Room for cleanliness - report to Sexton if cleaning and dusting needed.
13. Be sure Upper Rooms are in file boxes at foot of stairs in Narthex.
14. Check and replace, if needed, offering envelopes and vistor's cards in pews.
15. Always turn engraving on cross, vases, candlesticks etc. to back when in use.

SUNDAY MORNING

1. Arrive in Guild Room (Sacristy) by 10:00 A.M.
2. Put warm water in Baptismal Font.
3. Recheck flowers for water and be sure they are in right location from Cross - depending on height of arrangements.
4. Put four Offering Plates on each side of Chancel between flower arrangement and Pulpit (near Pulpit).
5. Put two large offering plates on Narthex table - for balcony use.
6. Help Acolytes put on their vestments.
  - (a) Be sure hair is combed.
  - (b) Give them candle lighters.
  - (c) Review procedure of lighting candles and of extinguishing candles with them.
7. Wait for minister to come for prayer.
8. Proceed to assigned places in Sanctuary.
9. Light tapers and start Acolytes down aisles after Minister is seated.
10. After Service:
  - (a) Carefully hang Acolyte vestments straight as you put them back in cabinet.
  - (b) Remove flowers from Altar to Prayer Room - unless donors take them from Altar.
11. If flowers are given to church - take them to the sick or shut-ins.
12. Place used vases in Sacristy and put vases in Sacristy in Prayer Room.
13. Empty water from Baptismal Font and dry vessel.
14. Straighten books and papers on Ministers' chairs and on Pulpit.
15. Put Narthex table arrangement back in Sacristy - this is done to prevent misplacement of flower vase.
16. Check to see Sexton collects discarded bulletins and puts hymnals back in racks.
17. Lock all cabinets in Sacristy.
18. Lock door to Sacristy.

DUKE MEMORIAL UNITED METHODIST CHURCH

ALTAR GUILD MEMBERS

1973

Mrs. C. E. Phillips Jr., General Chairman (286-1009)

JANUARY:

Mrs. George Cleeves, Secretary (489-5836)  
Mrs. W. E. Self (383-1830)

FEBRUARY:

Mrs. W. L. Shipp (286-0193)  
Mrs. Joe Farned (477-0005)

MARCH:

Mrs. William T. Coman (489-4117)  
Mrs. Mary Bitting (489-4890)  
Mrs. Donald Browning (688-2601)

APRIL:

Mrs. A. R. Johnson (489-3673)  
Mrs. S. L. Mortland (286-3782)  
Mrs. Al Buehler (489-2128)

MAY:

Mrs. Rex Cowan (477-3656)  
Mrs. B. L. Gunter (286-9427)

JUNE:

Mrs. Zack Lyon (489-2951)  
Mrs. Cliff Shoaf (286-7938)

JULY:

Miss Minnie Mae Franklin (528-0388)  
Mrs. Malcolm Lewis (682-1657)

AUGUST:

Mrs. Lillian Anderson (477-3391)  
Mrs. John J. West, Jr. (383-3229)

SEPTEMBER:

Mrs. Wyatt Dixon, Sr. (477-1440)  
Mrs. W. H. Elder (286-9159)  
Mrs. Robert Young (489-1564)

OCTOBER:

Mrs. Edith Berry (596-6242)  
Mrs. B. D. Cooke (286-4859)

NOVEMBER:

Mrs. W. C. McDuffie (477-7652)  
Mrs. Cy Matheson (489-9681)

DECEMBER:

Mrs. C. E. Phillips, Jr. (286-1009)  
Volunteers (other Members)

COMMUNION COMMITTEE:

Mrs. W. R. Mattox (489-6164)  
Mrs. Kenneth Turner (489-7903)

WEDDING CONSULTANT:

Mrs. Kay Hammond (383-3555)

MUSIC REPRESENTATIVE:

Mrs. Leland Phelps (489-8718)

FLOWER CHAIRMAN:

Mrs. Virginia Massey (688-1901)