

St. Mark's Evangelical Lutheran Church			
Disciple Opportunity			
Ministry:	Altar Guild	Revision:	0
Responsible to:	Altar Guild Coordinator/Worship Music & Arts Chair/Pastor	Date of Revision:	4-21-2022

Altar Guild

Goal of Position

This ministry ensures the Altar and Communion meal are prepared for worship.

Description of Responsibilities

- On your assigned Sunday arrive at church early enough to prepare communion and the altar for the service (applies to each service).
- Prepare communion for the service (complete instructions with pictures in sacristy for each method of communion) and cleaning up after. Checking the acolyte wand wicks prior to service.
- Place flowers on altar.
- Put brass offering plate on table in narthex.
- After last service:
 - Clean up communion brass and store in cabinet.
 - Dispose or store wine and bread appropriately.
 - Brass offering plates should be stored in provided bags on top of cabinet.
 - Remove flower from Altar and put in refrigerator.
 - Ensure the paraments are correct for the next week (list in sacristy).
- If you are unable to serve your assigned week, please switch with another Altar Guild member or let the coordinator know so they can make sure that service is covered.

NOTE: Altar Guild Coordinator orders supplies and refills oil altar candles.

Minimum Disciples Needed

8

Length of commitment

Sign-up every year

Training Provided

On the job training provided until comfortable with task.

Time Required

Assigned Sunday service per month with occasional 2nd Sunday for 5 Sunday months and occasional special weekday services (ie. Ash Wednesday, Maundy Thursday, Christmas Eve, funeral).

Benefits to this position

The Altar Guild is a lay ministry to serve God in His house by preparing the Sanctuary for worship, maintaining, and caring for the sacred vessels, altar linens, and vestments. Altar Guild members should view their service as a sacred duty.