

# 2017 ALTAR GUILD SCHEDULE

Kathy Culbertson	209-1127	Shirley Custer	362-5103
Holly Hansen	362-2054	Donna Brobst	362-4106
Sue Guge	209-0565	Sue Truog	362-5488
Joan Lauritsen	406/366-1134	Jo Planting	209-0276
Mavis King	362-2031	Lynette Schoon	209-1529

## COMMUNION SCHEDULE

The following schedule is for Communion. Communion **in the Pews**, place a tray of filled cups with the plate of bread on top then a white cloth over both on a table beside each section, including choir and extra tray of cups at back and inform an usher. If **at rail** place 2 stacks of all trays with a lid on top of each on altar table and bread on 2 plates or loaves. **Remember 1 cup and 1 bread for organist, media team and video camera person and one tray with cups.** Mark in notebook the date who prepared it and how many were served. The communion cabinet is in the kitchen. If more cups are needed, please notify the office. Pastor uses challis and plate placed on altar table with cloth over it and small French loaf to break. Take home used dishtowels, wash and return to kitchen. Thank you!

### COMMUNION (Some may be at the rail-to be announced if so.)

(All of the dates require the Communion Banner-In box in locked closet in the Chapel, also must put white communion parament on with communion symbol velcroed on front of it, then take off and put the color that was on.)

NOTE: Altar Circle doing paraments

January 1 – Sue G. (At rail)	August 6 – Shirley /Holly
February 5 – Donna /Jo	September 3– Joan/Jo
March 5– Kathy/Lynette	October 1 – Sue T. /Mavis
April 2 – Shirley/Sue T.	November 5 – Kathy/Joan
April 13- (Maundy Thursday) - Mavis	December 3 – Holly/Lynette
May 14 – Lynette/Holly	December 24 – 11:00 p.m. – Mavis
June 4– Sue G. /Jo	
July 9 – Donna/Sue T.	

## PARAMENT CHANGES (Change before date listed)

### Altar Circle changing these

Paraments are stored in the locked closet in the Choir Robe room. Ask Nancy in the office where the key is located.

January 1 & 8 – White	June 4 – (Pentecost) Red
January 15 through January 29 – Green	June 11 through October 29 - Green (With the exception of Communion Sundays)
February 5 –White	November 5 - White
February 12 & 19 - Green	November 12 & 19 - Green
February 26 – White	November 26 - White
March 1-April 2 – (Ash Wednesday & Lent) Purple	December 3 through 24 – (Advent) Purple or Blue
April 9 – purple or red	December 24 – White (Christmas Eve 11:00 p.m.)
April 14 – (Good Friday) NONE/or Black	December 31 – White
April 16 – (Easter) White through May 28	

When paraments are green, always change to white for Communion.

## BANNERS (Change before date listed)

Banners are housed in Chapel closet up on top shelf. The communion banner is stored in box in the back hallway behinds offices. The

January 6 – take down Advent Banners – Jo
March 1 (Ash Wednesday) – put up Lenten Banners – Donna
Sunday, April 16– 2 Easter Banners (Do on Saturday, April 15, NOT before) – Mavis
June 3 – take down Easter Banners (before June 4) – Sue T.
June 4 – put up Pentecost Banner for one Sunday only – Sue T.
June 10 – put up Kingdom Tide Banner before June 11 – Joan
December 2 – take down Kingdom Tide Banner and put up 2 Advent Banners – Kathy

If you have any questions, please call the church office. If you are unable to help, please trade dates with another member.

P.S. We have 2 banners that can be used when seasonal ones are not displayed. (Open Doors, Open Hearts, Open Minds)