

WISCONSIN FEDERATION OF LUTHERAN ALTAR GUILDS

Website.....www.wflag.org

Email.... www.altarguilds@wflag.org

NEWSLETTER – SPRING 2015

This newsletter turns our focus from the vessels, paraments and banners to the actual organization of the workings of an Altar Guild. Many of our guilds are fortunate to have members that have served for years and therefore perform their duties without much thought to questions a new member might have, or guidance a new officer would need. What would happen, if a leader of your guild was suddenly taken from you or incapacitated? Would someone be able to quickly step in and continue our service to the Lord and your congregation?

PREPAREDNESS is helpful-knowledge of the everyday workings of an Altar Guild that can make everyone's tasks easier- and will make transitions more effective. We recommend that each guild document their organizational procedures, considering the suggestions listed below. A folder containing this kind of information would be invaluable for those tasks and transitions.

If you see an area that is incomplete or missing, we would welcome hints or suggestions you could provide. We could include these in future newsletters. Send your thoughts to our email address: altarguilds@wflag.org.

WHAT YOUR ALTAR GUILD FOLDER SHOULD CONTAIN.....

GENERAL INFORMATION.....Church Year Calendar – Liturgical Color Chart and where to acquire one.

Current Altar Guild Schedule

Membership list with names, addresses, phone numbers and email addresses.

Schedule of services for the current church year.

List of Committees with Chairpersons and a description of duties

Overall yearly agenda by month for.....Nomination of officers

Installation of officers

Silver Cleaning

Diagrams of Holy Communion Set-Up and Baptism

Copy of Wedding Procedures

PURCHASES.....

Church's Federal Identification Number (FIN)

Copy of the Certificate of Exemption and ES-number.

What general supplies are purchased, when and where and by whom? Kleenex, Paper Towels, Dishwashing Detergent, Vacuum Cleaner Bags, Furniture Polish, Garbage Bags, Silver Cleaner, etc.

Who orders the wine, wafers, eternal candles, candles, baptismal napkins, flower chart, ashes?

Save receipts or invoices, so the next person has an idea of the cost of the purchases, when to order and the amount.

Who pays for these purchases? If you pay for them, who receives the invoices for repayment?

FLOWERS.....

What florist do you use? Name, address, phone number, email, contact person? Cost per bouquet? Delivery charge? When are they scheduled to be delivered?

Do you use the same florist for palms, lilies and poinsettias? If not who? Name, address, phone number, email, contact person. When do you inquire for ordering? Delivery charge?

Do your church members have access to flower order forms near the flower chart?

Do you have pictures of silk arrangements (if you use them) posted by the flower chart?

MEETINGS.....

- How do you notify the members of the date, time and place of your meeting by mail or email?
- How much notice does your Church Secretary require to publish the meeting in the Sunday Bulletin or to reserve a meeting room?
- Retain copies of the minutes and schedules for the past year for easy access and reference.
- Where are copies of the minutes of previous years stored?
- If your members pay dues what are they used for? When are they paid?
- Your book should also include a collection of prayers to be used at meetings.

ADDITIONAL.....

- Church Member Directory to contact people.
- Up-to-date information for the church’s Annual Report
- Church Constitution
- Altar Guild Constitution
- Inventory of Banners, Linens, Silver, Paraments, etc.
- Where are the Banners and Banner Stands stored?

WFLAG MEMBERSHIP LIST – 2014

Beautiful Savior	Milwaukee
Christ Lutheran	Gillett
Divine Redeemer	Hartland
Divine Savior	Hartford
Elm Grove	Elm Grove
Faith	Merrill
First Lutheran	Rice Lake
Grace	Menomonee Falls
Immanuel Lutheran	Westfield
Mt. Olive	Milwaukee
Oklahoma Avenue	Milwaukee
Peace	Neenah
St. John	Glendale
St. John	North Prairie
St. John	Mayville
St. John	Portage
St. John	Sullivan
St. John	Wausau
St. John	Wisconsin Rapids
St. Paul	Amherst
St. Paul	Grafton
St. Paul	Sheboygan
St. Paul	Stevens Point
St. Paul	Union Grove
Trinity	Wausau
Trinity Lutheran	Boulder Junction
Trinity Lutheran	Sheboygan

THANK YOU!

*To..... St. Paul Lutheran Church
Stevens Point*

*For hosting our annual meeting
on Saturday, May 17, 2014*

*Everyone enjoyed coming together
for worship, fellowship, information,
and your gracious hospitality.*

“the Board”

Prayer....

O Lord, our God, quicken our hearts.
Let us serve you in all reverence.
Let us serve you in all obedience.
Give us clean hearts, hands and thoughts.
Through Jesus Christ, our Lord.

Amen