

ST PAUL LUTHERAN CHURCH ALTAR GUILD SCHEDULE

SUMMER: May 28 – August 30, 2026

DATE	SERVICE TIMES	COLOR	NAME(S)
May 28	THURS. 6:30 PM	WHITE	B. Post
May 31	SUN. 8:00 AM	" "	S. Van Wyk, J. Wield
June 4	THURS. 6:30 PM	GREEN	C. Tracy
June 7	SUN. 8:00 AM	" "	D. Hand, M. Hand
June 11	THURS. 6:30 PM	" "	L. Albertin
June 13	Set-up for Sun.	" "	W. Jones, J. Dulmes
June 14	SUN. 8:00 AM	" "	M. Bohm, S. Neerhof
	SUN. 9:30 AM	" "	J. Bussert, S. Kaat
June 18	THURS. 6:30 PM	" "	R. Langlois
June 21	SUN. 8:00 AM	" "	D. Hand, S. Toutenhoofd
June 25	THURS. 6:30 PM	" "	K. Prevenas
June 27	Set-up for Sun.	" "	L. Huehns
June 28	SUN. 8:00 AM	" "	T. Ramirez-Alcantar, J. Poirier
	SUN. 9:30 AM	" "	S. McCormick, D. Schroeder
July 2	THURS. 6:30 PM	" "	M. Risberg
July 5	SUN. 8:00 AM	" "	D. Hand, M. Hand
July 9	THURS. 6:30 PM	" "	S. Schmidtke
July 11	Set-up for Sun.	" "	S. Maas, B. Martens
July 12	SUN. 8:00 AM	" "	T. Ramirez-Alcantar, J. Poirier
	SUN. 9:30 AM	" "	D. Hand, S. Kaat
July 16	THURS. 6:30 PM	" "	B. Post
July 19	SUN. 8:00 AM	" "	S. Neerhof, S. Toutenhoofd
July 23	THURS. 6:30 PM	" "	L. Albertin
July 25	Set-up for Sun.	" "	W. Jones, J. Dulmes
July 26	SUN. 8:00 AM	" "	S. Maas, B. Martens
	SUN. 9:30 AM	" "	S. McCormick, D. Schroeder
July 30	THURS. 6:30 PM	" "	R. Langlois
Aug. 2	SUN. 8:00 AM	" "	D. Hand, M. Hand
Aug. 6	THURS. 6:30 PM	" "	K. Prevenas
Aug. 8	Set-up for Sun.	" "	L. Huehns
Aug. 9	SUN. 8:00 AM	" "	T. Ramirez-Alcantar, J. Poirier
	SUN. 9:30 AM	" "	J. Bussert, S. Kaat
Aug. 13	THURS. 6:30 PM	" "	M. Risberg
Aug. 16	SUN. 8:00 AM	" "	M. Hand, S. Toutenhoofd
Aug. 20	THURS. 6:30 PM	" "	S. Schmidtke
Aug. 22	Set-up for Sun.	" "	S. Maas, B. Martens
Aug. 23	SUN. 8:00 AM	" "	M. Bohm, S. Neerhof
	SUN. 9:30 AM	" "	S. McCormick, D. Schroeder
Aug. 27	THURS. 6:30 PM	" "	C. Tracy
Aug. 30	SUN. 8:00 AM	" "	S. Van Wyk, J. Wield

To Note:

Please remove the caps when replacing the oil cartridges.

If you can't make your scheduled time, please contact someone on the enclosed document to cover or switch shifts.

Flowers will be delivered on Thursdays. If they are not on the Welcome Center when you set up, please check the sign-up sheet, if they are ordered, please put the shelf up. Office staff will put the flowers on the shelf when they arrive. **Water flowers once they are on the shelf.**

Main Entrance is Unlocked:

- Thursday 4:45 – 5:35 & 6:00 – 7:45
- Saturday 8:15 – 8:45
- Sunday 7:30 – 10:45 (when there are 2 services)
- Sunday 7:30 – 12:15 (when there are 3 services)

If you need to get into the building any other times to setup or clean up, please contact Stefanie in the Church Office to be assigned a key.

2 Services:
Memorial Day - Labor Day

3 Services:
Labor Day - Memorial Day

Confirmation Students will be serving with you on Altar Guild from October - April.

	Set up instructions	Clean up Instructions	# trays
Thursday Weekly Before and after service	<p>Set baskets on either side of church.</p> <p>Fill # of trays needed (standard listed to right, or follow sign in office)</p> <ul style="list-style-type: none"> - Fill cups 1/3 full <p>Fill wafer tray (not GF one)</p> <p>Place wine and wafer trays on altar. Cover with appropriate cloths. Diagrams on board in set-up room.</p>	<p>Bring items in off the altar. Bring in and empty baskets.</p> <p>Dispose of all non-alcoholic wine in trays.</p> <p>Dispose any alcoholic wine left in Chalice or trays in Sacrament Drain.</p> <p>All trays must be wiped clean and put away.</p>	4
Saturday set-up for Sunday all services	<p>Fill # of trays needed (standard listed to right)</p> <ul style="list-style-type: none"> - Fill cups 1/3 full <p>Fill wafer tray (not GF one)</p> <p>Fill TWO layers in Tupperware of alcoholic wine.</p> <p>Fill non-alcoholic Tupperware in refrigerator.</p>	<i>Altar Cleaning – wipe-down railings, offering plate cubbies & candles. Check for flies and dust.</i>	14 Setting up 4 for Sunday 8:00 am
Sunday 8:00 a.m. After service	<p>Bring items in off the altar.</p> <p>Refill trays as needed with prepared wine cups in Tupperware</p> <p>Place wine and wafer trays back on altar – both sides. Cover with appropriate cloths. Diagrams on board in set-up room.</p>	<p>Bring in and empty baskets and return for next service.</p> <p>Empty trays must be wiped clean and put away.</p>	8 (4 on each side)
Sunday 9:30 a.m. After service		<p>Bring items in off the altar. Bring in and empty baskets.</p> <p>Dispose of all non-alcoholic wine in trays.</p> <p>Dispose any alcoholic wine left in Chalice or trays in Sacrament Drain.</p> <p>All trays must be wiped clean and put away.</p>	

Other Information:

- Elements should be placed on the altar.
- Watch for color changes – before setting up and after cleaning up.
- Check for low supplies and always Water Flowers!
- Soiled linens soak entire cloth in bucket. If small stain, try to dab clean using water.
- Scheduling Problems call: Shari Van Wyk 920-946-1604 or Debbie Hand 920-918-5800