

ST PAUL LUTHERAN CHURCH ALTAR GUILD SCHEDULE

September – November 2026

DATE	SERVICE TIMES	COLOR	NAME(S)
Sept 3	THURS. 6:30 PM	GREEN	L. Albertin
Sept 6	SUN. 8:00 AM	" "	S. Neerhof, M. Hand
Sept 10	THURS. 6:30 PM	" "	R. Langlois
Sept 12	Set-up for Sun.	" "	J. Dulmes, W. Jones
Sept 13	SUN. 8:00 AM	" "	S. Van Wyk, J. Akright
	SUN. 9:30 AM	" "	B. Martens, S. McCormick
	SUN. 11:00 AM	" "	D. Hand, S. Maas
Sept 17	THURS. 6:30 PM	" "	B. Post
Sept 20	SUN. 8:00 AM	" "	D. Hand, S. Toutenhoofd
Sept 24	THURS. 6:30 PM	" "	K. Prevenas
Sept 26	Set-up for Sun.	" "	L. Huehns
Sept 27	SUN. 8:00 AM	" "	T. Ramirez-Alcantar, J. Poirier
	SUN. 9:30 AM	" "	S. Neerhof, D. Schroeder
	SUN. 11:00 AM	" "	J. Bussert, S. Kaat
Oct 1	THURS. 6:30 PM	" "	M. Risberg
Oct 4	SUN. 8:00 AM	" "	S. Van Wyk, J. Akright
Oct 8	THURS. 6:30 PM	" "	S. Schmidtke
Oct 10	Set-up for Sun.	" "	J. Dulmes, W. Jones
Oct 11	SUN. 8:00 AM	" "	T. Ramirez-Alcantar, J. Poirier
	SUN. 9:30 AM	" "	S. Neerhof, D. Schroeder
	SUN. 11:00 AM	" "	J. Bussert, S. Kaat
Oct 15	THURS. 6:30 PM	" "	L. Albertin
Oct 18	SUN. 8:00 AM	" "	M. Hand, B. Martens
Oct 22	THURS. 6:30 PM	RED	C. Tracy (change color)
Oct 24	Set-up for Sun.	" "	L. Huehns
Oct 25	SUN. 8:00 AM	" "	M. Bohm, S. Toutenhoofd
	SUN. 9:30 AM	" "	M. Bohm, S. Toutenhoofd
	SUN. 11:00 AM	" "	D. Hand, S. Maas
Oct 29	THURS. 6:30 PM	WHITE	B. Post (change color)
Nov 1	SUN. 8:00 AM	" "	M. Hand, D. Hand
Nov 5	THURS. 6:30 PM	GREEN	R. Langlois (change color)
Nov 7	Set-up for Sun.	" "	J. Dulmes, W. Jones
Nov 8	SUN. 8:00 AM	" "	T. Ramirez-Alcantar, J. Poirier
	SUN. 9:30 AM	" "	S. McCormick, D. Schroeder
	SUN. 11:00 AM	" "	J. Bussert, S. Kaat
Nov 12	THURS. 6:30 PM	" "	K. Prevenas
Nov 15	SUN. 8:00 AM	" "	M. Hand, B. Martens
Nov 19	THURS. 6:30 PM	" "	S. Schmidtke
Nov 21	Set-up for Sun.	" "	L. Huehns
Nov 22	SUN. 8:00 AM	" "	M. Bohm, S. Neerhof
	SUN. 9:30 AM	" "	M. Bohm, S. Neerhof
	SUN. 11:00 AM	" "	D. Hand, S. Maas
Nov 25 & 26 Thanksgiving	WED 6:30 PM	WHITE	L. Albertin, C. Tracy (change color)
	THURS. 9:00 AM	" "	M. Risberg, B. Post
Nov 29	SUN. 8:00 AM	BLUE	S. Van Wyk, J. Akright (change color)

To Note:

PLEASE WATCH FOR COLOR CHANGES!

Please double check so the pastors do not need to change the paraments!!

PLEASE WATER THE FLOWERS on the altar!

There is a watering can by the sink and a stool in the bathroom. Wipe up any spills with paper towels.

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

Confirmation Students will be serving with you on Altar Guild from Oct - Apr. They use an electronic sign-up where they choose their shift on-line. Therefore, their names will not be listed on this schedule. **Thank you for showing these young volunteers how to serve!**

Main Entrance is Unlocked:

- Thursday 4:45 – 5:35 & 6:00 – 6:45

- Saturday 8:15 – 8:45

- Sunday 7:30 – 8:15

- Sunday 9:00 – 9:45

(when there are 2 services)

Memorial Day – Labor Day

- Sunday Same as above + 10:30 -11:15

(when there are 3 services)

Labor Day -Memorial Day

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.

	Set up instructions	Clean up Instructions	# trays
Thursday Weekly Before and after service	Set baskets on either side of church. Fill # of trays needed (standard listed to right, or follow sign in office) - Fill cups 1/3 full	Bring items in off the altar. Bring in and empty baskets. Dispose of all non-alcoholic wine in trays.	4
Sunday 8:00 a.m. Only Service for Sun. Before and after service	Fill wafer tray (not GF one) Place wine and wafer trays on altar. Cover with appropriate cloths. Diagrams on board in set-up room.	Dispose any alcoholic wine left in Chalice or trays in Sacrament Drain. All trays must be wiped clean and put away.	4
Saturday set-up for Sunday all services	Fill # of trays needed (standard listed to right, or follow sign in office) - Fill cups 1/3 full Fill wafer tray (not GF one) Fill TWO layers in Tupperware of alcoholic wine. Fill non-alcoholic Tupperware in refrigerator.	<i>Altar Cleaning – wipe-down railings, offering plate cubbies & candles. Check for flies and dust.</i>	17 Setting up 4 for Sunday 8:00 am
Sunday 8:00 a.m. After service	Bring items in off the altar. Refill trays as needed with prepared wine cups in Tupperware	Bring in and empty baskets and return for next service. Empty trays can be wiped clean and put away.	10
Sunday 9:30 a.m. After service	Place wine and wafer trays back on altar – both sides. Cover with appropriate cloths. Diagrams on board in set-up room.		8
Sunday 11:00 a.m. After service		Bring items in off the altar. Bring in and empty baskets. Dispose of all non-alcoholic wine in trays. Dispose any alcoholic wine left in Chalice or trays in Sacrament Drain. All trays must be wiped clean and put away.	

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 Debbie Hand 920-918-5800