## ST PAUL LUTHERAN CHURCH ALTAR GUILD SCHEDULE

December 2026 – February 2027

| DATE | SERVICE TIMES | COLOR | NAME(S) |
|---|---|---|---|
| Dec 3 | THURS. 6:30 PM | BLUE | S. Schmidtke |
| Dec 6 | SUN. 8:00 AM | " " | S. Maas, S. Neerhof |
| Dec 10 | THURS. 6:30 PM | " " | R. Langlois |
| Dec 12 | Set-up for Sun. | " " | J. Dulmes, W. Jones |
| Dec 13 | SUN. 8:00 AM | " " | M. Bohm, M. Hand |
| | SUN. 9:30 AM | " " | M. Bohm, S. McCormick |
| | SUN. 11:00 AM | " " | S. Kaat, S. Maas |
| Dec 17 | THURS. 6:30 PM | " " | No Communion *Stories & Songs of Christmas* |
| Dec 20 | SUN. 8:00 AM | " " | D. Hand, B Martens |
| Dec 24 | COLOR CHANGE ONLY | WHITE | D. Hand |
| Dec 25 | FRI. 9:00 AM | " " | S. Van Wyk, J. Akright |
| Dec 26 | Set-up for Sun. | " " | L. Huehns |
| Dec 27 | SUN. 8:00 AM | " " | T. Ramirez-Alcantar, J.Poirier |
| | SUN. 9:30 AM | | D. Schroeder, S. Neerhof |
| | SUN. 11:00 AM | | J. Bussert, D. Hand |
| Dec 31 | THURS. 6:30 PM | " " | No Service |
| Jan 3 | SUN. 8:00 AM | " " | M. Hand, B. Martens |
| Jan 7 | THURS. 6:30 PM | " " | L. Albertin |
| Jan 9 | Set-up for Sun. | " " | J. Dulmes, W. Jones |
| Jan 10 | SUN. 8:00 AM | " " | S. Van Wyk, J Akright |
| | SUN. 9:30 AM | " " | S. McCormick, D. Schroeder |
| | SUN. 11:00 AM | " " | S. Kaat, S. Maas |
| Jan 14 | THURS. 6:30 PM | GREEN | B. Post |
| Jan 17 | SUN. 8:00 AM | " " | S. Neerhof, M. Bohm |
| Jan 21 | THURS. 6:30 PM | " " | K. Prevenas |
| Jan 23 | Set-up for Sun. | " " | L. Huehns |
| Jan 24 | SUN. 8:00 AM | " " | T. Ramirez-Alcantar, J.Poirier |
| | SUN. 9:30 AM | " " | S. McCormick, D. Schroeder |
| | SUN. 11:00 AM | " " | J. Bussert, D. Hand |
| Jan 28 | THURS. 6:30 PM | " " | M. Risberg |
| Jan 31 | SUN. 8:00 AM | " " | M. Hand, B. Martens |
| Feb 4 | THURS. 6:30 PM | WHITE | C. Tracy |
| Feb. 7 | SUN. 8:00 AM | " " | S. Van Wyk, J. Akright |
| Feb. 10 Ash Wed. | WED. 11:30 AM | PURPLE | L. Albertin, R. Langlois |
| | WED. 7:15 PM | " " | B. Post, K. Prevenas |
| Feb 11 | THURS. 6:30 PM | " " | S. Schmidtke |
| Feb 13 | Set-up for Sun. | " " | J. Dulmes, W. Jones |
| Feb 14 | SUN. 8:00 AM | " " | S. Neerholf, M. Bohm |
| | SUN. 9:30 AM | " " | S. Neerholf, M. Bohm |
| | SUN. 11:00 AM | " " | S. Kaat, S. Maas |
| Feb. 18 | THURS. 6:30 PM | " " | M. Risberg |
| Feb. 21 | SUN 8:00 AM | | M. Hand, B. Martens |
| Feb. 25 | THURS. 6:30 PM | | C. Tracy |
| Feb. 27 | Set-up for Sun. | | L. Huehns |
| Feb 28 | SUN. 8:00 AM | | T. Ramirez-Alcantar, J.Poirier |
| | SUN. 9:30 AM | | S. McCormick, D. Schroeder |
| | SUN. 11:00 AM | " " | J. Bussert, D. Hand |

## 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**<br>**Weekly**<br>Before and after service | Set baskets on either side of church.<br><br>Fill # of trays needed (standard listed to right, or follow sign in office)<br>- Fill cups 1/3 full<br><br>Fill wafer tray (not GF one)<br><br>Place wine and wafer trays on altar. Cover with appropriate cloths. Diagrams on board in set-up room. | Bring items in off the alter. Bring in and empty baskets.<br><br>Dispose of all non-alcoholic wine in trays.<br><br>Dispose any alcoholic wine left in Chalice or trays in Sacrarium Drain.<br><br>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)<br>- Fill cups 1/3 full<br><br>Fill wafer tray (not GF one)<br><br>Fill TWO layers in Tupperware of alcoholic wine.<br><br>Fill non-alcoholic Tupperware in refrigerator. | *Altar Cleaning – wipe-down railings, offering plate cubbies & candles. Check for flies and dust.* | 14<br><br>Setting up 4 for Sunday 8:00am |
| **Sunday 8:00 a.m.**<br>After service | Bring items in off the altar.<br><br>Refill trays as needed with prepared wine cups in Tupperware<br><br>Place wine and wafer trays back on altar. Cover with appropriate cloths. Diagrams on board in set-up room. | Bring in and empty baskets and return for next service.<br><br>Empty trays can be wiped clean and put away. | 8<br>(4 on each side) |
| **Sunday 9:30 a.m.**<br>After service | | | 4<br>(1 side only) |
| **Sunday 11:00 a.m.**<br>After service | | Bring items in off the altar. Bring in and empty baskets.<br><br>Dispose of all non-alcoholic wine in trays.<br><br>Dispose any alcoholic wine left in Chalice or trays in Sacrarium Drain.<br><br>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