

## **Altar Guild Job Description**

WHO: 1 team member per Sunday

WHEN: check in at 9:30, finish after worship

WHAT:

1. Set up altar for worship
  - a. altar linen, candles, priest's stole
  - b. communion vessels, bread, wine, water
  - c. offering plates
  - d. write down count of wafers provided
2. Be available during worship to add wafers, as needed
3. Tear down altar after worship
4. Get head count from ushers, add to red book
5. Special setup for baptisms & special worship services

SUNDAY SCHEDULE:

9:30 – check in on ipad in vesting room, wear nametag

9:35 – set up altar

10:00 – Sit Rep meeting on porch – last minute check

10:05 – All Pray – all members from every team gathers for prayer

10:15 – finish setting up altar, as needed

11:45 – tear down altar, add count to red book