

Altar Guild Meeting Minutes
August 20, 2011

Present: Jean Bartholomew, Cheshire Cole, Betty Eidenier, Lisa Frost-Phillips, Ann Gleason, Brooks Graebner, Chris Graebner, Mary Griffin, Becki Horne, Lynn Kamm, Suzanne Maupin, Mary Ann Plambeck, Suzanne Powers, Gretchen Schwanke, Judy Snyder, Janice Stratton, Glenn Sumner, Jean Vail, Beverly Wagner, Twyla Wilson, Betty Wolfe, Phyllis Wright, Molly Zaragoza

Jean gave the opening prayer and welcomed all members to this gathering. She invited all to partake of the bountiful buffet.

1. Business

A. Introductions

Jean opened the business meeting by asking everyone to introduce and give a brief statement about themselves and their life at St. Matthew's. There were some interesting recollections of work on St. Matthew's Altar Guild.

B. 2011-2012 Schedule

Jean noted that there are still openings on the current schedule and asked that members sign up for their rotations. As did Mary Ann, Jean will continue to send out a monthly schedule by e-mail (which has proved to be very helpful) as well as any special instructions for services. Suzanne Maupin said she is happy to be a substitute and at this time cannot take on regularly scheduled rotations because of the many other hats she is wearing at St. Matthew's.

As noted, torchbearers will be scheduled on at least a monthly basis and Jean would make note of those dates when sending out the monthly schedule. The torch stands and torches are in the belfry. When torchbearers are on the schedule, be sure there is a lighter in the church narthex.

C. Altar Guild and flower arranging – how it's working

Discussion followed on this topic. To summarize from the April meeting, the whole concept behind the arrangements was to simplify the process as much as possible by having a weekly delivery of a bucket of flowers from the Flower Patch. This would eliminate any one individual having to go out for flowers or making arrangements for the flowers. Brooks explained that the amount of \$30 for the flowers plus a \$10 delivery fee was established when this was first set up and this could be reconsidered if not adequate. Twyla and Mary Ann indicated that the number and variety of flowers delivered was not really ideal. Mary Ann noted that

when flowers are given in honor or memory of anyone, they should be substantial and colorful. Twyla offered to talk to the folks at the Flower Patch and will report back. It is not the intent of the Altar Guild that the flower memorials serve as a fundraiser. When the Flower Guild was in existence, any profits made were used for worthwhile efforts within the church.

D. Scheduling a flower workshop

Jean will work on scheduling a flower workshop in the near future.

E. Welcome to new members

A welcome was extended to Judy Snyder, Janice Stratton, Molly Zaragoza, Becki Horne, and a welcome back to Lynn Kamm. We look forward to having them work with us.

F. Thanks to outgoing members and outgoing Chair

Jean presented Mary Ann with a gift and thanked her for her service of three years as Co-chair and two years as Chair. Mary Ann recalled that she used to come along with her mother and polished brass when her mother had Altar Guild duty. Mary Ann noted that she will still be serving on the Altar Guild.

Brooks asked Beverly Wagner and Cheshire Cole to come forward and thanked them for their many years of service to the Altar Guild and to the ministry of the many altar hangings and linens sewn by Beverly over the years. Brooks presented them with a framed/matted picture of the white frontal/burse and veil and a picture of the white lectern hanging in appreciation and thanks for making these and many other types of linen.

G. Sunday commissioning service

Jean asked that all Altar Guild members sit in the front of the church on the side of the piano. She will distribute the order for the commissioning on Sunday morning.

2. In-service training and refresher course

A. Set-up guidelines posted in sacristy

Jean distributed a copy of the duties performed on Saturday and Sunday and noted that those guidelines along with the credence table and altar setups will be posted on the door inside the sacristy.

Betty Eidenier described and demonstrated the altar set up for the Holy Eucharist service. She even showed an easy way to set the veil on top of the

“stack” (the chalice, purificator, paten, and pall). Many thanks to Betty for this.

Brooks illustrated how the post communion veil is applied after the communion and pointed out that having the gospel book and the missal stand on the same side of the altar makes placing the post communion veil easier.

Gretchen Schwanke illustrated the setup for the credence table and briefly touched upon the contents of the aumbry. Thanks to Gretchen for her willingness to do this.

B. Reference manual as back-up

There is a “quick reference” manual on a shelf above the sink. In addition to containing the pages for “General Duties on Saturday and Sunday,” it contains the illustrated set-ups for the Credence Table and Altar, information on flowers and the LEV kits. CHECK it out sometime. You may find some information in there that you had not thought about in a while.

Reminders:

- We are using torches once a month (except July & August). The torches are stored upstairs in the belfry.
- Flowers are delivered around 10 am on Saturdays. On Sunday part of the clean up is to take the flowers off the altar, put them in a glass vase, then take them to the Ruffin House and place them outside of Mary Rocap's office.
- Also as part of clean up, the brass rail and the brass on the doors should be polished/ wiped, and the candles filled with oil. This helps with Wednesday Eucharist.
- If the money envelope is not picked up when you're finished cleaning on Sunday, please leave it locked in the cabinet and leave a note on Mary Rocap's desk about its location.