

## **POSITION DESCRIPTION**

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### **Name of Position and Team/Task Force**

Altar Guild

### **Responsibilities**

1. Set-up all church services for communion (every Saturday nights and the 1<sup>st</sup> and 3<sup>rd</sup> Sundays at the first and second services). Also wash all linens from communion services
2. Dust and set-up for all church services
3. Change paraments for church seasons (Lent, Easter, Advent, Pentecost, as well as for special services
4. Keep inventory of wine and wafers
5. Arrange flowers for services, as well as for special services (Christmas, Easter and Thanksgiving

### **Qualifications**

1. Commitment to the mission and vision of St. Philip's Lutheran Church
2. Ability to work as a team member

### **Amount of Time Required**

3 to 4 hours a month

### **When Ministry is Performed**

Saturday evenings and Sunday mornings and on other special days (Christmas, Easter and Thanksgiving

### **Training Provided**

1 to 2 hours

### **Responsible To**

Mary Seekamp and Bette Blair

### **Last Reviewed**

November 2006