

Holy Mount Episcopal Church Altar Guild Schedule January, February, March 2013 SCHEDULE

Office 257-2356 - Rev'd Judy Cell Phone # 937-0756

	Home	Cell/Alt. #
Vicki Conley	378-4270	937-0873
Pat Delhotal**	258-5041	
Maggie Douglas***	630-8075	520-507-2933
Terri Flores*	258-3253	
Ginger Gipson	257-7872	
Imelda Horne	336-1855	973-1858
Pat Kelly	258-4056	
Mimi Kilian	258-1617	937-5798
Willa Martin	257-8441	
Raymona McAdams**	257-2448	
Josie Powell**	630-2043	257-4156
Brenda Restivo	336-2002	
Ingrid Schmitz	378-8332	
Jane Terrell (Flowers)	336-1416	257-2812
Gail Wallace	937-4666	

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*Chairperson **Team Leader ***New Trainee

Team 1

Powell**
Kelly
Horne

Team 2

McAdams**
Conley
Schmitz
Kilian

Team 3

Delhotal**
Flores *
Martin
Douglas***

Team 4

Wallace**
Restivo
Gipson

January

6th - Team 1
13th - Team 2
20th - Team 3
27th - Team 4

February

3rd - Team 1
10th - Team 2
17th - Team 3 (Lent)
24th - Team 4

March

3rd - Team 1
10th - Team 2
17th - Team 3
24th - Team 4 (Palm Sunday)
31st - (one person from each team) Easter Sunday

Thank you everyone for all you did during 2012. Christmas was wonderful and again glorious. We now begin a new Year and Terri Flores has graciously agreed to lead you as Altar Guild Chairperson. I will continue to be a member of the Guild. Thank you again for being such dependable and dedicated women. God bless you all.

Yours in Christ, Imelda Horne

THINGS TO REMEMBER

- 1. Check the calendar for the proper color for vestments. Wedding, Baptisms and Funerals are always White. The color of the date corresponds to color used for that day according to the Episcopal Church Year Guide. Also ask our priest Rev'd. Burgess about what color to use.**
2. After 10:30 service, always pick up bulletins, any trash, and straighten books in pews.
3. Check all details after you set up to be sure you haven't forgotten anything. The fluid in candle lighters torches, Eucharistic candles and Sanctuary candle need to be checked.
4. If you have any questions on flowers, call Jane Terrell at 257-2812.
5. If we are short on Communion Wine, wafers, wine, candle fluid or any items let Imelda Horne know at 336-1855 or leave a note in the green suggestion box.

ALTAR GUILD TO DO LIST

1. Begin with a prayer and be mindful of this sacred work.
 2. Check on the frontal hanging and make sure that they coincide with the color of the day according to the Church calendar. IF A BAPTISM, WEDDING, or FUNERAL WHITE TAKES PRECEDENCE.
 3. Set up the Sunday 8:00, 10:30 AM, and the Wednesday HE evening service on the counter of the Sacristy. Use the notebook that is available on the counter for the type of chalice and paten that is used in each service. Please cover them with an appropriate cloth.
 4. Place the Spanish Red Lectionary on Pulpit, turned to correct page. See Order of Worship or calendar for this. Be sure to be in correct year (A,B,or C).
 5. Place alms basins on the first pew railing. The 10:30 service will have the alms basin, the Ciborium and the Wine Cruet on the table at the crossing.
 6. Place the Red Gospel Book on the left side of the altar (if you are facing the window).
 7. Prepare the Credence table with a linen cloth. See below on how to place all the articles.
 8. Lay out Priest's vestments according to the picture on the wall again be aware of the color of the day.
 9. Check the snuffers and torches to see if they have enough fluid.
 10. Dust all the wooden surfaces. Use lemon oil to clean pews and altar railings.
 11. Vacuum the carpet.
 12. Check all candles
 13. Straighten all the pews: Book of Common Prayer followed by the Holy Bible, and finally the Hymnal. Check to see that all pews have visitors and prayer request cards and pens.
 14. Check the liquid in the Sanctuary Lamp and refill if needed.
 15. Dust the Chapel and also dust the Baptismal Font.
 16. The prayer petition candles in the Narthex needs to be inspected. Replace votive. They are found in the cabinets in the Narthex.
 17. If we need any supplies let me know. My e-mail address is mel_jam72207@yahoo.com
 18. Check pews that there is enough prayer request cards and new members card.
- mel_jam72207@yahoo.com or call me at 336-1855
(Please ignore # 10 & 11)