

## ST PAUL LUTHERAN CHURCH ALTAR GUILD SCHEDULE

January – March, 2023

DATE	SERVICE TIMES	COLOR	NAME(S)
Jan 5	THURS. 6:30 PM	WHITE	L. Albertin
Jan 7	Set-up for Sun.	“ “	L. Huehns
Jan 8	SUN. 7:45 AM	“ “	S. Van Wyk, J. Wield
	SUN. 9:15 AM	“ “	S. McCormick, D. Schroeder
	SUN. 10:45 AM	“ “	J. Bussert, S. Maas
Jan 12	THURS. 6:30 PM	GREEN	M. Hand
Jan 15	SUN. 7:45 AM	“ “	M. Bohm, D. Hand
Jan 19	THURS. 6:30 PM	“ “	K. Prevenas
Jan 21	Set-up for Sun.	“ “	J. Dulmes, W. Jones
Jan 22	SUN. 7:45 AM	“ “	T. Ramirez- Alcantar, J. Poirer
	SUN. 9:15 AM	“ “	T. Ramirez-Alcantar, J. Poirer
	SUN. 10:45 AM	“ “	S. Kaat, M. Geisthardt
Jan 26	THURS. 6:30 PM	“ “	M. Risberg
Jan 29	SUN. 7:45 AM	“ “	S. Neerhof, S. Toutenhoofd
Feb 2	THURS. 6:30 PM	“ “	C. Tracy
Feb 5	SUN. 7:45 AM	“ “	M. Bohm, D. Hand
Feb 9	THURS. 6:30 PM	“ “	L. Albertin
Feb 11	Set-up for Sun.	“ “	S. Maas, B. Martens
Feb 12	SUN. 7:45 AM	“ “	S. Van Wyk, J. Wield
	SUN. 9:15 AM	“ “	S. McCormick, D. Schroeder
	SUN. 10:45 AM	“ “	J. Bussert, S. Kaat
Feb 16	THURS. 6:30 PM	WHITE	M. Hand
Feb 19	SUN. 7:45 AM	“ “	T. Ramirez-Alcantar, J. Poirer
Feb 22 ASH WED	WED. 11:30 AM	PURPLE	L. Albertin, M. Risberg
	WED. 7:15 PM	“ “	D. Hand, C. Tracy
Feb 23	THURS. 6:30 PM	“ “	K. Prevenas
Feb 25	Set-up for Sun.	“ “	J. Dulmes, W. Jones
Feb 26	SUN. 7:45 AM	“ “	S. Neerhof, S. Toutenhoofd
	SUN. 9:15 AM	“ “	S. Neerhof, S. Toutenhoofd
	SUN. 10:45 AM	“ “	M. Geisthardt, S. Maas
Mar 2	THURS. 6:30 PM	“ “	M. Hand
Mar 5	SUN. 7:45 AM	“ “	D. Hand, M. Bohm
Mar 9	THURS. 6:30 PM	“ “	L. Albertin
Mar 11	Set-up for Sun.	“ “	L. Huehns
Mar 12	SUN. 7:45 AM	“ “	T. Ramirez-Alcantar, J. Poirer
	SUN. 9:15 AM	“ “	T. Ramirez-Alcantar, J. Poirer
	SUN. 10:45 AM	“ “	J. Bussert, M. Geisthardt
Mar 16	THURS. 6:30 PM	“ “	M. Risberg
Mar 19	SUN. 7:45 AM	“ “	D. Hand, S. Neerhof
Mar 23	THURS. 6:30 PM	“ “	C. Tracy
Mar 25	Set-up for Sun.	“ “	J. Dulmes, B. Martens
Mar 26	SUN. 7:45 AM	“ “	S. Van Wyk, J. Wield
	SUN. 9:15 AM	“ “	S. McCormick, D. Schroeder
	SUN. 10:45 AM	“ “	S. Kaat, S. Maas

**To Note:**  
Common Cup has returned.

Please remove the caps  
when replacing the oil  
cartridges.

**Confirmation Students** will be serving with you on Altar Guild from October - April. 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!**

**Flowers** will be delivered on Thursdays. If they are not here when you set up, please check in the office if there are any and put the shelf/shelves up if needed. Office staff will put the flowers on the shelf and water them when they arrive.

Main Entrance is Unlocked:

- Thursday 4:50 – 5:15 & 6:00 – 7:45
- Saturday 8:15 – 8:45
- Sunday 7:15 – 12:00

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.

	<b>Set up instructions</b>	<b>Clean up Instructions</b>	<b># trays</b>
<b>Thursday Weekly</b> Before and after service	Set baskets on either side of church.  Fill # of trays needed (standard listed to right, or follow sign in office) - Fill cups 1/3 full	Bring items in off the altar. Bring in and empty baskets.  Dispose of all non-alcoholic wine in trays.	4
<b>Sunday 7:45 a.m. Only Service for Sun.</b> Before and after service	Fill wafer tray (not GF one)  Place wine and wafer trays on altar. Cover with appropriate cloths. Diagrams on board in set-up room.	Dispose any alcoholic wine left in Chalice or trays in Sacrament Drain.  All trays must be wiped clean and put away.	4
<b>Saturday set-up for Sunday all services</b>	Fill # of trays needed (standard listed to right, or follow sign in office) - Fill cups 1/3 full  Fill wafer tray (not GF one)  Fill TWO layers in Tupperware of alcoholic wine.  Fill non-alcoholic Tupperware in refrigerator.	<i>Altar Cleaning – wipe-down railings, offering plate cubbies &amp; candles. Check for flies and dust.</i>	17  Setting up 4 for Sunday 7:45am
<b>Sunday 7:45 a.m.</b> After service	Bring items in off the altar.  Refill trays as needed with prepared wine cups in Tupperware	Bring in and empty baskets and return for next service.  Empty trays can be wiped clean and put away.	10
<b>Sunday 9:15 a.m.</b> After service	Place wine and wafer trays back on altar – both sides. Cover with appropriate cloths. Diagrams on board in set-up room.		8
<b>Sunday 10:45 a.m.</b> After service		Bring items in off the altar. Bring in and empty baskets.  Dispose of all non-alcoholic wine in trays.  Dispose any alcoholic wine left in Chalice or trays in Sacrament Drain.  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