

## ST PAUL LUTHERAN CHURCH ALTAR GUILD SCHEDULE

April – May, 2023

DATE	SERVICE TIMES	COLOR	NAME(S)
March 30	THURS. 6:30 PM	RED	K. Prevenas
April 2	SUN. 7:45 AM	“ “	S. Toutenhoofd, B. Martens
April 6 Maun Thurs	THURS. 1:00 AM	WHITE	L. Albertin, M. Hand
	THURS. 6:30 PM		(ALL)
April 7 Good Fri	Color Change Only	BLACK	D. Hand
April 8	Set-up for Sun.	WHITE	J. Dulmes, W. Jones
April 9 Easter Sunday	SUN. 7:30 AM	“ “	S. Van Wyk, J. Wield
	SUN. 9:15 AM	“ “	S. McCormick, D. Schroeder
	SUN. 11:00 AM	“ “	J. Bussert, S. Kaat
April 13	THURS. 6:30 PM	“ “	M. Risberg
April 16	SUN. 7:45 AM	“ “	T. Ramirez-Alcantar, J. Poirer
April 20	THURS. 6:30 PM	“ “	C. Tracy
April 22	Set-up for Sun.	“ “	L. Huehns
April 23	SUN. 7:45 AM	“ “	M. Bohm, S. Neerhof
	SUN. 9:15 AM	“ “	M. Bohm, S. Neerhof
	SUN. 10:45 AM	“ “	J. Bussert, S. Kaat
April 27	THURS. 6:30 PM	“ “	L. Albertin
April 30	SUN. 7:45 AM	“ “	S. Toutenhoofd, S. Maas
May 4	THURS. 6:30 PM	“ “	M. Hand
May 7	SUN. 7:45 AM	“ “	D. Hand
May 7 CONFIRMATION @ 2:00 (Keep WHITE for morning services)		RED	D. Hand
May 11	THURS. 6:30 PM	WHITE	K. Prevenas
May 13	Set-up for Sun.	“ “	J. Dulmes, W. Jones
May 14	SUN. 7:45 AM	“ “	M. Bohm, B. Martens
	SUN. 9:15 AM	“ “	M. Bohm, D. Schroeder
	SUN. 10:45 AM	“ “	S. Maas, S. McCormick
May 18	THURS. 6:30 PM	“ “	M. Risberg
May 21	SUN. 7:45 AM	“ “	T. Ramirez-Alcantar, J. Poirer
May 25	THURS. 6:30 PM	RED	C. Tracy
May 27	Set-up for Sun.	“ “	L. Huehns
May 28	SUN. 7:45 AM	“ “	S. Toutenhoofd, S. Neerhof
	SUN. 9:15 AM	“ “	S. Toutenhoofd, S. Neerhof
	SUN. 10:45 AM	“ “	J. Bussert, S. Kaat

**Service Time Changes for:  
Maundy Thurs – 1:00 & 6:30  
Easter Sunday – 7:30, 9:15  
& 11:00**

**Please remove the caps  
when replacing the oil  
cartridges.**

**Confirmation Students** will still be serving with you on Altar Guild from October - April. However, they have gone to an electronic schedule sign up where they will be choosing their shift electronically. 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 up. 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.



**There is a NEW cup filler if you would like to try it. After use, please rinse with warm water and place upside in the drying rack.**

	<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:**

- **No common cup set-up is needed – until further notice.**
- 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