

Ministry Description: Altar Guild

Position Risk Assessment: Medium for Chairperson, Low for Members

Term of Office: 1 year, renewable
Altar Guild Chairperson is appointed at Vestry

Supervision and Support: Reports to: Altar Guild Chairperson
Committee/Board responsible for this ministry: Worship Committee

Purpose: To prepare the Altar for all Services

Population(s) Served: The Priest
The congregation

Skills & Qualifications:

- must be willing and able to work in rotation
- dependability, as the Altar must be prepared during a specific time frame

Spiritual Gifts Recommended:

- Service
- Hospitality

Training Provided:

- on-the-job training
- Chairperson must attend the Diocesan Sexual Misconduct training every 3 years

Meeting Date & Time:

- no specific meetings

Time Commitment Involved:

- members are on duty every 5 - 6 weeks
- it takes about 1/2 hour on Saturday to set up for the 8:45 a.m. service on Sunday, then about 15 minutes to clean-up and set up for the 10:45 a.m. service
- there are special services that also need setting up

Description of Duties / Responsibilities:

Chairperson

- makes up the schedule for the Sunday and other services (Baptisms, Healing Service, Weddings, Funerals, Easter Week Services, Christmas etc.)
- delegates the purchasing of Wine & Wafers, candles etc. ensuring there is always a supply on hand
- with a delegate looks after the finances of the Altar Guild

- is responsible for interviewing new members and completing the appropriate section on the Responsible Ministry: Screening in Faith Checklist

Members (Weekly Duties)

- checking the candles and replacing them when needed
- ensuring the proper coloured frontal is in place
- dusting the pews
- washing the communion dishes and putting them away
- changing the banners according to the season.
- laundering the linens
- make up the palm crosses for Palm Sunday
- clean the silver and brass
- organize the Seder Supper on Maundy Thursday
- strip the Altar during the Maundy Thursday Service
- set up the Christmas Tree
- provide refreshments after the evening Advent service

Limits of the Position:

- comply with the traditions of the Anglican Church regarding the Altar

Benefits & Opportunities:

- develop relationships with other members of the team
- learn some of the traditions of the Anglican Church

Office Instructions: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening checklist.