

## **NOVEMBER 5, 2016, MINUTES OF THE ST. JOHN ALTAR GUILD**

Minutes of St. John Altar Guild meeting held Saturday, November 5, 2016, at 9:00 a.m. with 11 members present.

1. Pastor Lisa Lewton led devotions. The meeting was called to order by Kris Brugamy, President.
2. The minutes of the October 1, 2016, meeting were read by Kris Brugamy and approved. Thank you to Eleanora Fischer for chairing that meeting.
3. **Looking Ahead**
  - a. December parament changes for Committee II: first, second and third Sundays (the second, third and fourth Sundays in Advent) are BLUE; December 24 (Saturday) and the fourth Sunday (Christmas Day) are White/Sanctus. December 24, Saturday, services are at 3:00 p.m., 5:00 p.m. and 9:00 p.m. and all have intinction. The December 25, Sunday, service is at 10:00 and will also have intinction.
  - b. January parament changes for Committee I: first and second Sundays are White/Sanctus (first Sunday after Christmas, Baptism of Our Lord); third, fourth and fifth Sundays are Green (Season of Epiphany).
  - c. Upcoming bread services:  
December 1 and 4 and December 15 and 18 (the first and third Sundays).  
January 5 and 8 and January 19 and 22 (second and fourth Sundays).
  - d. Pastor's items:  
Pastor Lisa talked about several items including:  
putting the banners out for Christ the King Sunday, November 26;  
the decorating Sherry Ziemann has been doing in the corner in the sanctuary;  
the Bibles in the pews and the story of how that came to be;  
the Healing of the Nation services on Tuesday, November 8th;  
the Longest Night service on December 21st in the hospital chapel;  
that 3 stations will be needed in the future for confirmation Sunday;  
the probability of having just one, 10:00 a.m., service on Christmas Day and New Years Day;  
the 500th anniversary of Reformation event planned for October 31, 2017;  
the special congregational meeting on November 13th.
4. **Continuing Business:**
  - a. Kris thanked Ruth Wangerud for helping her with the All Saints banner. There were 19 persons on the banner this year.
  - b. Pastor Lisa had inquired about the status of the robes and Debi Wamre, Paula

Loeering and Kris plan to meet regarding that after this meeting

- c. We will be changing to Setting 6, page 400, on the first Sunday of Advent, November 27th.
- d. Reminder that Saturday workers are to fill 8 silver trays, setting out 6 filled trays and 2 empty trays in the sanctuary and leaving 2 filled trays in the sacristy.
- e. Reminder that the Eternal Candle should be filled on Saturday. The wick should only stick up one-eighth of an inch and the flame should be one-half to five-eighths inch high. Tug the wick down if the flame is too high.

**5. New Business:**

- a. Peggy Fadness, Esther Larson, Debi Wamre, Jan Hoerner, Ruth Wangerud, Gayle Selle and Kris volunteered to meet at 9:30 a.m. on Friday, December 9th, to set up the Christmas trees. Additional volunteers are welcome.
  - b. Diane Mayer of Committee II has resigned. Please give any other updates or corrections for the 2017 membership to Kris prior to December 5th. Committee II needs a new Chairperson.
  - c. Kris Brugamyer and Renee Kostelecky agreed to remain as President and Secretary, respectively, of the St. John Altar Guild.
6. Thank you to Jan Hoerner for today's treats.
7. The next meeting will be December 10, 2016, at 9:00 a.m. to decorate (no business meeting) with everyone invited to bring something to share as hostess.

Meeting adjourned.

Respectfully submitted,  
Renee Kostelecky, Secretary

**OCTOBER 1, 2016, MINUTES OF THE ST. JOHN ALTAR GUILD**

Minutes of St. John Altar Guild meeting held Saturday, October 1, 2016 at 9:00 a.m. with 6 members present.

- 1. Pastor Lisa Lewton led devotions. The meeting was called to order by Eleanora Fischer, Acting President.

2. The minutes of the August meeting were approved.
3. Looking Ahead
  - a. November parament changes for Committee I: first Sunday is White/Sanctus (All Saints); second is Green; third is White/Sanctus (Christ the King); Thanksgiving Eve (November 23) is White Sanctus; and fourth Sunday is Blue (first Sunday of Advent).
  - b. Upcoming bread services: November 3/6 and November 17/20. No report given.
  - c. Pastor's items: Pastor Lisa mentioned that the Eternal Candle is often out during the week and asked that she be advised of any issues regarding the Wednesday night service.
- 4. Continuing Business:**
  - a. Both services on October 30 will be intinction with two stations. Confirmation is at the 10:30 service only.
  - b. Communion Setting 7, page 434, will be used from now through November 20th. We will change to Setting 6, page 400, on the first Sunday of Advent, November 27th. (Red book)
  - c. Altar Guild will not be scheduling workers for the Wednesday Worship anymore as it is being taken care of by Pastor Joe and our Faith Formation Director, Kaitlyn Olson.
- 5. New Business:**
  - a. Ruth Wangerud volunteered to help Kris prepare and erect the All Saints banner and move the Baptismal banner up front before November 3 for All Saints Day -Thursday, November 3rd and Sunday, November 6th. Eleanora will contact a previous volunteer to see if she would like to help with this again.
  - b. Reminder - All members were notified by e-mail on September 12 that the intinction ware has been moved to the cleaning/polishing supply cupboard and the displaced cleaning supplies are being stored where the intinction were had been. It was questioned whether the picture from the email is found in the book.
  - c. Christmas decorating will be done December 9, to set up the trees, and on Saturday, December 10.
  - d. Please give updates and corrections for the 2017 membership list to Kris prior to December 5th.
6. Thank you to Gisela Hodnefield for today's treats.

7. The next meeting will be November 5, 2016 at 9:00 a.m. with Rosalie Hall as hostess. Eleanora will notify Rosalie.

Meeting adjourned.

Respectfully submitted,  
Renee Kostelecky, Secretary

### **AUGUST 27, 2016, MINUTES OF THE ST. JOHN ALTAR GUILD**

Minutes of St. John Altar Guild meeting held Saturday, August 27, 2016, at 9:00 a.m. with 11 members present.

1. Kris Brugamyler led devotions. The meeting was called to order by Kris Brugamyler, President.
2. The minutes of the May 7, 2016, meeting were read by Kris Brugamyler and approved.

#### **3. Looking Ahead**

- a. **September** parament changes for Committee II: all Sundays are Green; return to 8:00 and 10:30 service times on September 11th;

**October** parament changes for Committee III: first, second, third and fourth Sundays are Green, fifth Sunday is Red; Confirmation is October 30th at 10:30 and both 8:00 and 10:30 services are with intinction.

- b. **Upcoming bread services:** September 8/11 and 22/25; October 6/9 and October 20/23.

- c. Pastor's items: none.

#### **4. Continuing Business:**

- a. No concerns with the summer work.
- b. Fill the wine pitcher to the widest part, not to the neck, for regular services and fill to the neck of the pitcher for intinction (approx. 1 cup). Servers have difficulty walking with the container of wine if it is too full and one cup is sufficient.

#### **5. New Business:**

- a. Cindy Sandman, Peggy Maeyaert, and Eleanora Fischer have or will be resigning their membership by the end of the year. Committee II has work months of December and February and Eleanora will prepare the work schedule for those months. Committee II will then need a new Chair or Co-Chair.
- b. Beginning September 11, use communion setting 7, page 434, through November 20th. Kris advised that we will be changing settings approximately quarterly for at least the next 2-3 years.
- c. Altar Guild has been advised that there will be a Wednesday worship every Wednesday with intinction. Amy Jahner volunteered to work that service each Wednesday in September, if necessary, however it was the opinion of members present that this additional duty may be too much for the Altar Guild to take on with our current membership numbers and it will be suggested that other groups be approached regarding taking this on, ie., confirmation students or possibly the Mentor groups. After meeting with church staff, Kris will send out an email to members with an update on how this will be handled.
- d. Kris introduced and reviewed the new Altar Guild Binder which she put together to be used as a quick reference in addition to the existing Altar Guild Handbook. The binder may be located in the middle cupboard in the Sacristy. Reminder that all white linens may be laundered but that other cloths should not be laundered or treated as they must be dry cleaned. Square cloths from the drawer may be used to cover communion ware for intinction.
- e. Dave Janz has given \$20 to the Altar Guild received as a memorial.
- f. The possibility of purchasing new assisting minister robes and cinctures was discussed. There is an amount of up to \$800 in undesignated Trust Fund monies that could be used. Debi Wamre, Paula Loegering and Kris Brugamyer will research and report back to the Committee at the November meeting.
- g. The schedule for hostesses for monthly meetings was discussed and it was decided that we will stay with the current system. Members were reminded that, if they are unable to serve in their assigned month, it is their duty to find a replacement.
- h. Eleanora will fill in for Kris for the October 1st meeting as Kris will be unable to attend.
- i. Kris hopes to have the 2017 calendars soon to provide to the Committee Chairs.
- j. A Stephen Ministry presentation by LaRae Tschetter and her guest, Jennifer Schaeffer, will follow today's meeting.

6. Thank you to Kris Brugamyer for today's treats.
7. The next meeting will be October 1, 2016, at 9:00 a.m. A hostess is undetermined at this time.

Meeting adjourned.

Respectfully submitted,  
Renee Kostelecky, Secretary

---

### **MAY 7, 2016, MINUTES OF THE ST. JOHN ALTAR GUILD**

Minutes of St. John Altar Guild meeting held Saturday, May 7, 2016, at 9:00 a.m. with 12 members present.

1. Pastor Lisa Lewton led devotions. The meeting was called to order by Kris Brugamyer, President. New members were introduced and Kris will make committee assignments. Kris read a thank you from the St. John staff to members present and a bundt cake from the St. John staff was enjoyed at the meeting.
2. The minutes of the April 2, 2016, meeting were read by Kris Brugamyer and approved.
3. **Looking Ahead:**
  - a. June parament changes for Committee II: All Sundays are Green;
  - b. July parament changes for Committee III: All Sundays are Green;
  - c. August parament changes for Committee I: All Sundays are Green;
  - d. Upcoming bread services:  
Thursday/Sunday: May 5/8 and May 19/22, no bread for summer.
  - e. Pastor's items: Summer Saturday weddings having communion will use intinction. Call Kris or Pastor Lisa for instructions, if needed.
4. **Continuing Business:**
  - a. Reminder: Use the black binder for Words of Institution for all Sunday services throughout the summer. Do not use the red altar book.
  - b. Baking soda and Q-tips for cleaning stained communion glasses are in the upper cupboard.
5. **New Business:**

- a. Kris demonstrated use of the new Wonder Washers for communion glasses.
6. Thank you to Eleanora Fischer for today's treats.
7. The next meeting will be August 27, 2016, at 9:00 a.m. with Billie Gibson as hostess.

Meeting adjourned.

Respectfully submitted,  
Renee Kostelecky, Secretary

---

## **APRIL 2, 2016, MINUTES OF THE ST. JOHN ALTAR GUILD**

Minutes of St. John Altar Guild meeting held Saturday, April 2, 2016, at 9:00 a.m. with 13 members present.

1. Kris Brugamyler led devotions. The meeting was called to order by Kris Brugamyler, President.
2. The minutes of the February 13, 2016 meeting were read by Kris Brugamyler and approved as read.
3. **Looking Ahead**
  - a. May parament changes for Committee I: first and second Sundays are WHITE/ALLELUIA (Season of Easter); third Sunday is RED (Day of Pentecost); fourth Sunday is WHITE/SANCTUS (Holy Trinity Sunday); and fifth Sunday is GREEN (Season of Pentecost)
  - b. Upcoming bread services: Thursday/Sunday - April 7/10 and April 21/24; May 5/8 and May 19/22
  - c. Pastor's items: Pastor Lisa was unable to attend today's meeting but she conveyed a "Thank you for all of the time and energy shared to make the chancel look beautiful for Easter. And thank you for all of the extra work you all did throughout Holy Week."
4. **Continuing Business:**
  - a. Kris thanked all who helped clean on March 18 and 19. To have a better way of cleaning the communion glasses, it was suggested that someone come on Friday to put the glasses in vinegar or baking soda water prior to Saturday's cleaning. And, for weekly cleaning, there are q-tips in the cupboard by the wonder washers. Use them with soda, as needed, to remove wine stains in the bottom of the glasses. Additional cleaning instruction will be added to the spring cleaning instructions. Reminder to buff the brass thoroughly to remove polish. Thank you to Carol Beckert for purchasing silver polish.

- b. Kris thanked Debi Wamre, Amy Jahner, Chris Zander and Billie Gibson for helping on Maundy Thursday.
  - c. New washers for the communion glasses were ordered in the wrong size. They have been reordered but are not here yet.
  - d. Continue using 6 grape juice for both Sunday services. Be sure the inserts for the glasses are dry before putting them back in the trays.
5. **New Business:**
- a. Use the black binder for Words of Institution for Sundays in April through August. Do not use the red altar book.
  - b. Cut or snap off faded/translucent blossoms on the Easter lilies as needed.
  - c. Discussion regarding dimming the lights after stripping the altar on Maundy Thursday. No action was taken.
6. Thank you to Peggy Fadness for today's treats.
7. The next meeting will be Saturday, May 7, 2016 at 9:00 a.m. with Eleanora Fischer as hostess.

Meeting adjourned.

Respectfully submitted,  
Ruth Wangerud, Secretary Pro Tem

---

## **FEBRUARY 13, 2016, MINUTES OF THE ST. JOHN ALTAR GUILD**

Minutes of St. John Altar Guild meeting held Saturday, February 13, 2016, at 9:00 a.m. with 9 members present.

1. Pastor Lisa Lewton led devotions. The meeting was called to order by Kris Brugamy, President.
2. The minutes of the January 9, 2016, meeting were read by Kris Brugamy and approved as corrected. ("Holy Trinity Sunday" should read "Transfiguration Sunday" instead.)
3. **Looking Ahead**
  - a. March paraments for Committee 2: 1st, 2nd, and 3rd Sundays are PURPLE; March 24 (Maundy Thursday) is PURPLE; March 25 (Good Friday) is BARE; and 4th Sunday is WHITE/ALLELUIA (Easter Sunday)
  - b. April paraments for Committee 3: ALL Sundays are WHITE/ALLELUIA (white/gold)
  - c. Upcoming bread services: Thursday/Sunday - February 14 and February 25/28; March 10/13 and March 17/20; April 7/10 and April 21/24. (Note that March will be 2nd and 3rd



Sundays, due to Easter on the 4th Sunday.)

- d. Pastor's items: Use the black binder for midweek services in Lent. The lectionary book in the pulpit is NOT being used during Thursday lenten services.

4. **Continuing Business:**

- a. Continue using Communion Setting 10 through Easter Sunday (end of March). Beginning in April, set out the black binder on Sundays (Thursday evening worship binder) instead of the red altar book, for the communion liturgy.
- b. Dry cleaning report: Kris Brugamy, Paula Loegering and Debi Wamre met last month to assess the robes and each took a couple home to either repair or clean. They agreed to meet periodically throughout the year to check on the robes and spot clean as needed. It was noted that all the robes were professionally dry cleaned in June.
- c. When setting up for intinction services, fill the intinction chalice no more than 1" from the top. Fill the grape juice goblet to about ½" from the top.

5. **New Business:**

- a. A thank you card from Gayle Selle was shared. In it she indicated some of the memorial money from Larry's funeral will be used for Altar Guild, including purchasing two new "wonder washers." Other ideas included additional wires for hold flower arrangements in sacristy and perhaps a smaller intinction chalice. She has also donated two white silk floral arrangements to the church.
- b. Remember that no flowers are set out during Lent, except fresh flowers from weddings or funerals.
- c. Spring Cleaning will be Saturday, March 19. **Committee 1** will clean the chancel and sacristy. Some members may wish to come on Friday to get a head start on the cleaning. **Committee 2** will clean the brass, and **Committee 3** will clean the silver and communion glasses.
- d. Kris asked for volunteers to help her with stripping the chancel during the Maundy Thursday service. Amy Jahner volunteered herself and Debi Wamri. Paula Loegering and Chris Zander also volunteered. In the past, Billie Gibson has helped, so Kris will ask her if she's interested in helping again.
- e. Remember that no flowers are set out during Lent, except fresh flowers from weddings or funerals.

6. Thank you to Marcy Decker for today's treats.

7. **Upcoming meetings:**

- a. The next meeting will be Saturday, March 19, 2016, at 9:00 a.m. TO CLEAN ONLY, with Josie Dyer as hostess.
- b. The next business meeting will be Saturday, April 2, at 9:00 a.m., with Peggy Fadness as hostess.

Meeting adjourned.

Respectfully submitted,

## **JANUARY 9, 2016, MINUTES OF THE ST. JOHN ALTAR GUILD**

Minutes of St. John Altar Guild meeting held Saturday, January 9, 2016 at 9:00 a.m. with 12 members present. Christmas decorations were taken down prior to the business meeting.

1. Pastor Lisa Lewton led devotions. The meeting was called to order by Kris Brugamyer, President.
2. The minutes of the November 7, 2015 meeting were read by Kris Brugamyer and approved as printed.

### **3. Looking Ahead**

- a. February parament changes for Committee I: first Sunday is WHITE/SANCTUS (Holy Trinity); February 10 (Ash Wednesday) is PURPLE; second, third and fourth Sundays are PURPLE.
- b. Upcoming bread services: Thursday/Sunday - January 7/10 and January 21/24; February 14 and February 25/28.
- c. Pastor's items: **1)** Wednesday worship is February 3 and 17th (first and third Wednesdays; **2)** the church's new website is going live on Tuesday; and **3)** there will be a potluck following the second service on the second Sunday of each month.

### **4. Continuing Business:**

- a. Thank you to all who came in December to decorate for Christmas and also to those who came today.
- b. Communion setting continues as Setting 10 until Ash Wednesday. Worship and Music meets again later this month.
- c. Dry cleaning of the robes was discussed and Paula Loegering and Debi Wamre volunteered to accept the duty of taking the robes in need of cleaning from the church to the cleaners, having them cleaned and bringing them back to the church. There is an established account at Paradise Cleaners for payment. Paula, Debi and Kris will meet at the church within the week to assess the current situation of the robes.

**5 New Business:**

- a. Debi Wamre explained that, order to have legs that fold, there will be some movement with the creche table. It was also reported that Pat Hoerner repaired the little pitcher so it is more stable and Kris Brugamyer provided cloth napkins to be used for intinction.

6. Thank you to Kris Brugamyer for today's treats.

7. The next meeting will be February 6, 2016 at 9:00 a.m. with Marcy Decker as hostess.

Meeting adjourned at 10:30 a.m.

Respectfully submitted,

Renee Kostelecky, Secretary