

MAY 5, 2018, MINUTES OF THE ST. JOHN ALTAR GUILD

Minutes of St. John Altar Guild meeting held Saturday, May 5, 2018, at 9:00 a.m. with 9 members present.

1. Kris Brugamyer led devotions. The meeting was called to order by Kris Brugamyer, President.
2. The minutes of the March 3, 2018 meeting were read by Kris Brugamyer and approved as printed.
3. **Looking Ahead:**
 - a. June parament changes for Committee I: all four Sundays are Green. Continue using Setting 10, page 544. Next work month is September;
 - b. July parament changes for Committee II: all five Sundays are Green. Continue to use Setting 10, page 544. Next work month is October;
 - c. August parament changes for Committee III: all four Sundays are Green. Continue to use Setting 10, page 544. Thursday, August 9, is Vacation Bible School worship with intinction. Next work month is November.
 - d. Pastor's items: none.
4. **Continuing Business:**
 - a. Thank you to all who came to clean in March and to Carma, Billie and LaRae for helping Kris with the Maundy Thursday service. Thank you to Carma for helping Kris set up for the 7:30 a.m. Easter service.
 - b. Committee II needs a new chairperson. Rhonda Richey will prepare the July schedule.
 - c. Reminder: extra supplies of wafers are in the downstairs freezer and the wine and Kerry oil are located in the locked closet next to the sacristy. Please leave a note for Tammy when the white grape juice supply runs low.
 - d. Following discussion and viewing the Almy catalog, Darlene Pelton moved to purchase an identified pair of candle holders (K) pending approval of the Worship and Music Committee. The motion was seconded by Phyllis Skaare and carried.
 - e. Reminder that the communion glasses in the center of the trays should be 1/3 full and the outer glasses should be no more than 2/3rds full.
5. **New Business:**
 - a. Worship services change to the summer schedule of 8:00 a.m. and 9:30 a.m. starting with Sunday, May 27th services. Starting with set up on Saturday, May 26th, use one empty tray, one paten and fewer filled trays. Check the binder in the sacristy for a record of attendance.
 - b. Ideas for recruiting additional Altar Guild members and scheduling were discussed. Among the suggestions was allowing members to switch a time slot(s) with a member of a different subcommittee. This could allow flexibility to better accommodate the seasonal schedules that vary among our members and also for those that have a conflict that comes up during the current work month after the schedule has been prepared. Committee members are to find their own subs and, if this is done, the Chairs of both committees involved will need to be notified. Members are encouraged to visit with members of the congregation who they think may be interested in serving through Altar Guild and think about other ways to build the membership.
6. Thank you to Darlene Pelton for today's treats.
7. The next meeting will be Saturday, August 25, 2018, at 9:00 a.m. with Gayle Selle as hostess.

Meeting adjourned at 10:00 a.m.

Respectfully submitted,
Renee Kostelecky, Secretary

MARCH 3, 2018, MINUTES OF THE ST. JOHN ALTAR GUILD

Minutes of St. John Altar Guild meeting held Saturday, March 3, 2018, at 9:00 a.m. with 13 members present.

1. Pastor Lisa Lewton led devotions. The meeting was called to order by Kris Brugamy, President.
2. The minutes of the February 3, 2018, meeting were read by Kris Brugamy and approved as printed and read.

3. Looking Ahead:

- a. April parament changes for Committee II: all five Sundays are White/Alleluia; April 1, Easter Sunday, uses intinction. Use communion setting 10, page 544. April bread services are: April 5/8 and April 19/22, the 2nd and 4th Sundays. Next work month is July.
- b. May parament changes for Committee III: first and second Sundays are White/Alleluia; third Sunday is Red (Day of Pentecost); fourth Sunday is White Sanctus (Holy Trinity). Change to Green after last service on May 27. Use communion setting 10, page 544. May bread services are: May 3/6 and May 17/20, the 1st and 3rd Sundays. Next work month is August. Kris mentioned that we will be using communion setting 10, page 544, until September.
- c. Pastor's items: Pastor Lisa noted that Kris arranged the Altar parament with the African cloth and thanked her. There will be no Easter Vigil this year and the other services will be the same as last year. One of the altar candles was damaged at an event at the church and Ray has looked at it. You may notice that it leans.

4. Continuing Business:

- a. Committee II needs a chairperson. Pam Morris will prepare the April work schedule.
- b. Reminder that no flowers are to be used on the back chancel wall during Lent unless they are real and left from a wedding or funeral.
- c. Altar Guild is not responsible for the Wednesday services. Pastor Joe has taken care of them. The Thursday services are doing communion using 2 empty trays at the end of the rail and the base is being used there on the stand for stability rather than under the stack of trays on the credence table. This will be the practice only during Lent. Also leave the African paraments on the altar during Lent.
- d. Kris has created an altar linen diagram that will be found in the parament chest. The diagram indicates the proper order for putting out the altar cloths and "plastic side up" is also indicated. The diagram appears as if you were behind the altar looking toward the congregation.
- e. The Altar Book is becoming torn apart. It has been taped and the ribbons have been unknotted. A note is now posted regarding handling as a reminder to handle with care!

5. New Business:

- a. Billie Gibson and LaRae Tschetter have volunteered to assist Kris in stripping the altar on Maundy Thursday. Kris is seeking a couple more volunteers.
- b. Spring cleaning will be done on Saturday, March 24. Members are invited to come in anytime during the week to get a head start. A checklist will be posted and workers are asked to check off each item as they complete it so that workers following them will know what has been completed.
- c. Easter Sunday services are intinction, as follows: April 1 at 7:30 a.m. - 2 stations, 9:00 a.m. - 3 stations, and 10:30 a.m. - 2 stations. April workers should water the Easter lilies as needed and remove the faded blooms. It was suggested that ice cubes work well for watering the lilies and that removing the stamens prolongs the life of the blossom.

- d. The altar candle is bent after being tipped over. If it's turned so that it bends toward the back wall, it's not as noticeable to the congregation. Kris will look into the cost and availability of replacing the bases.
 - e. In response to the question, Kris advised that there is no cleaner available for the build-up on the bottom of the communion trays. It's a chemical reaction to the wine being stored in the trays. Just wash the trays.
 - f. The cleaning supplies are now in white tubs located in the upper cupboards on the East wall in the sacristy.
6. Thank you to Deb O'Brien for today's treats.
 7. The next meeting will be Saturday, March 24, 2018, for cleaning at 9:00 a.m. with Darlene Pelton as hostess. The next business meeting will be on Saturday, May 5, 2018, at 9:00 a.m. with Rhonda Richey as hostess.

Meeting adjourned.

Respectfully submitted,
Renee Kostelecky, Secretary

FEBRUARY 3, 2018, MINUTES OF THE ST. JOHN ALTAR GUILD

Minutes of St. John Altar Guild meeting held Saturday, February 3, 2018, 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 January 6, 2018, meeting were read by Kris Brugamy and approved as printed and read.
- 3. Looking Ahead:**
 - a. March parament changes for Committee I: all four Sundays are Purple; March 29 (Maundy Thursday) is Purple, March 30 (Good Friday) is Bare. Saturday, March 31, workers prepare the chancel for Easter and use White/Alleluia paraments. All Sundays use communion setting 10, page 544. March bread services are March 8 and 11 and March 22 and 25 (2nd and 4th Sundays). Next work month is June.
 - b. April parament changes for Committee II: all five Sundays are White/Alleluia; April 1 (Easter Sunday) uses intinction. Use communion setting 10, page 544. April bread services are April 5 and 8 and April 19 and 22, (2nd and 4th Sundays). The next work month is July.
 - c. Pastor's items: Pastor Lisa talked briefly about use of the intinction ware.
- 4. Continuing Business:**
 - a. Committee II needs a new Chair. Pam Morris will prepare the April schedule.
 - b. Corrections and updates to the Membership List are: Phyllis' phone number begins with 483, not 225, and Jennifer Wilson's name should be removed from Committee II. Marcia Frank will continue as Bread Coordinator for another year and not only through May as indicated on the List.

- c. 1) The Robe Committee, Kris, Debi Wamre and Paula Loegering, cleaned all 19 robes before Christmas. 2) Four totes were purchased for our trees. Using 2 totes per tree, Debi Wamre, Chris Zander and Kris put the trees into the totes.

5 New Business:

- a. Midweek Lenten services are on Wednesday and Pastor Joe will set up for communion on Lenten Wednesdays. Thursday worship continues as normal during Lent.
 - b. Flowers will not be used on the back chancel during Lent unless they are real flowers, i.e. left from a wedding or funeral.
 - c. Spring Cleaning will be done on Saturday, March 24. Committee I has Brass; Committee II has Silver and Committee III has the chancel. In past years, members assigned to silver and the chancel, assigned to II and III this year, have had members come in during the week to get a head start on the cleaning. Workers will have the option of switching out the glasses from the chrome trays to the silver trays, if desired.
6. Review and Renew - Altar Guild and Sacristy Handbook, 4th Rev. Ed.
 - a. Members completed a 'quiz' regarding Vestments, Altar Parament Colors and Altar Parament Styles and then discussed the answers.
 7. Thank you to Pam Morris for today's treats.
 8. The next business meeting will be March 3, 2018, at 9:00 a.m. with Deb O'Brien as hostess. The Spring Cleaning day will be Saturday, March 24th with no business meeting that day.

Meeting adjourned.

Respectfully submitted,
Renee Kostelecky, Secretary

JANUARY 6, 2018, MINUTES OF THE ST. JOHN ALTAR GUILD

Minutes of St. John Altar Guild meeting held Saturday, January 6, 2018, at 9:00 a.m. with 12 members present. Business meeting commenced following taking down and putting away the Christmas decorations.

1. Pastor Lisa Lewton led devotions. The meeting was called to order by Kris Brugamyre, President.
2. The minutes of the November 4, 2017, meeting were read by Kris Brugamyre and approved as printed.

3. Looking Ahead

- a. January - Committee II: currently working, use communion setting 8, page 468. Next work month is April.
- b. February - parament changes for Committee III: first Sunday is Green, second Sunday (Transfiguration Sunday) is White/Sanctus; February 14 (Ash Wednesday) is Purple with intinction at 12:10 p.m. (2 stations) and 7:00 p.m. (3 stations); third and fourth Sundays are Purple. Use communion setting 8, page 468, through the second Sunday then switch to communion Setting 10, page 544, beginning Ash Wednesday. February bread services are February 8 and 11; 22 and 25 (2nd and 4th Sundays). Next work month is May.
- c. March - parament changes for Committee I: all four Sundays are Purple, March 29 (Maundy Thursday) is Purple, March 30 (Good Friday) is bare. Use communion setting 10, page 544. March bread services are March 8 and 11, 22 and 25 (2nd and 4th Sundays). Next work month is June.
- d. Pastor's items: There will be no service on February 15, 2018.

4. Continuing Business:

- a. Thank you to Pam and Milo Morris for putting up all banners for Christ the King Sunday and to all who participated on December 8 and 9 to put up Christmas decorating.
- b. Committee II needs a new Chair. Thank you to Renee Kostelecky for preparing the January schedule. Pam Morris will prepare the April schedule.
- c. The new white veil for use with the White/Sanctus paraments was delivered just before Christmas and is being used now. Kris demonstrated how to use the new veil hanging it with the strip from front to back so that it is even when hanging. Only one white veil will be kept in the drawer at any given time to avoid confusion and the plastic bag is labeled. The total cost of the veil was approximately \$250.00.

5. New Business:

- a. Kris has updated the Altar Guild binder with instructions for intinction 1) for setting up 4 stations and 2) regarding clean up between intinction services. Thank you to Kris for this valuable tool.
 - b. The Altar Guild Committee has been provided a new room for storage. Totes will be purchased for storage of the trees and Deb Wamre and Chris Zander volunteered to help with getting the trees into the totes once they have been purchased. Fair Trade items will be stored on the left wall of this room so leave room for access.
 - c. Lent schedule - see instruction above in agenda item 3.
6. Review and Renew - Altar Guild and Sacristy Handbook, 4th Rev. Ed. will resume again in February.
 7. Thank you to Elaine Mathson for today's treats.
 8. The next meeting will be Saturday, February 3, 2018, at 9:00 a.m. with Pam Morris as hostess.

Meeting adjourned.

Respectfully submitted,
Renee Kostelecky, Secretary