

Altar Guild Operational Policy

January 27, 2009

The following policy was agreed to by all of the Altar Guild Directors, the Parish Administrator, the Senior Warden, and the Rector.

Abbreviations: AG = Altar Guild AGD = Altar Guild Director

Who is authorized to spend Altar Guild budgeted dollars?

From this point forward, no dollars can be expended on behalf of the Church or Chapel AG without pre-approval of the Church AGD. Chapel AGD's will communicate their purchase needs and desires directly to the Church AGD.

How is the annual Altar Guild budget to be constructed?

We will have one Altar Guild Budget that covers the needs of both buildings. The Chapel AGD will submit a list of needs during the budget planning season each year (usually in the month of August). The Church AGD will construct a proposed budget and submit it to the Chapel AGD. When a consensus is reached between Church & Chapel AG Directors, the proposed budget will be passed on to the Church Staff for preparation for presentation to the Vestry.

Who orders which ongoing supplies? What about chalices, candle-stands, furnishings, etc.(large one-time purchases)?

The Church AG Director will order all ongoing supplies (wafers, wine, etc.) for both Church and Chapel. This will require that the Chapel AGD communicate with the Church AGD in advance. With respect to one-time large purchases, this will be handled during the annual budgeting process.

How are the Altar Guild Directors going to communicate with one another going forward? E-mail seems to be the preference.

The AGD's will meet face to face quarterly. There will be an attempt to get all the teams and AGD's together for fellowship and conversation at least twice each year. It is a way to help the two groups to build relationships and see us all as one congregation.

Who is responsible for ordering flowers for each facility? What about palms?

The weekly Chapel flowers are donated by the florist at Silver Cricket. The person that picks up the flowers is the AG person assigned for that Sunday. That same person returns the vases to Silver Cricket during the following week.

Chapel flowers for special events - poinsettias, lillies, palms - will be ordered by the Church AGD.

The weekly Church flowers are ordered by the Church Flower Coordinators. Weekly flowers are purchased out-of-pocket (donated) by the Coordinators each week. There is no flower budget.

Church flowers for special events will be ordered by the Church AGD.

Who is responsible for the Interior Appearance Oversight Committee in each place?

The Altar Guild Director in each place oversees the Interior Appearance Oversight Committee in their respective facility.....see the parish policy.