

Board of Worship

Altar Care Flower Manager

Mission Statement: The Altar Care Team cares for the sanctuary of the church and prepares the altar for worship services for the members and pastor, all to the glory of God.

Description: The flower manager monitors the flower signup chart and cares for the flowers, both fresh and artificial.

Qualifications:

- Member of Grace Lutheran Church
- Organizational skills
- Attention to detail

Responsibilities:

1. When fresh flowers are donated, take flowers out of kitchen refrigerator and place on altar before Sunday worship and put back in refrigerator after Monday worship.
2. Monitor fresh flowers during the week and put back out on altar for consecutive worship services as long as appropriate.
3. When fresh flowers are not available, keep artificial flowers on the altar and rotate arrangements every few weeks. Artificial flowers are located in the storage room.
4. Prior to Easter and Christmas, the office will notify you with the number of lilies and poinsettias to order. Call Hartman's (920-683-2123) and order. Set time for delivery. Manager may choose to pick these up rather than have them delivered if preferred.
5. If delivery is preferred, receive lilies and poinsettias at church when delivered.
6. Arrange on and around the altar. Check on them during the week and water as needed. When appropriate, move lilies and poinsettias to table in fellowship hall for members to take home.

Time Commitment:

- Approximately 1 hour per month, with approximately 1 additional hour for lily and poinsettia setup the months of Easter and Christmas.
- 1-year commitment, but may serve longer if you desire.

Relationships: This person communicates with the office staff regarding member donations of flowers and assistance with watering fresh flowers during the week if flower manager is occasionally unavailable. This role is currently served by one person, but more people could be added at any time to share the responsibilities.

Training: Training will be provided by the outgoing flower manager, or other members of the team if applicable.