

# Board of Worship

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## Mary of Bethany Altar Guild Candle Chairman

**Mission Statement:** The Mary of Bethany Altar Guild of Trinity Evangelical Lutheran Church cares for the sanctuary of the church and prepares the altar for each worship service for the members and pastors, all to the glory of God.

**Description:** The Altar Guild Candle Chairman is responsible for upkeep of candles and ordering supply of candle oil and wicks.

**Qualifications:**

- Spiritually mature, female communicant member of Trinity Ev. Lutheran Church
- Good organizational skills
- Attention to detail
- Attends church regularly
- Previous experience as an Altar Guild member

**Responsibilities:**

1. Check candle oil and wick inventory. Order as needed from supplier.
2. Clean brass candle tops as needed.
3. Fill candle lighters every 2 to 3 weeks.
4. Make candles for altar candelabra and floor candelabra with glass domes.
5. Fulfill Altar Guild duties as scheduled.

**Time Commitment:**

- 10 hours per month
- 1-year commitment

**Relationships:** The Altar Candle Chairman works closely with the President, Vice President, Treasurer, and Secretary. She seeks to encourage and support all of the Altar Guild members in their ministry.

**Training:** The Altar Guild Candle Chairman will be trained by the outgoing Candle Chairman. The Candle Chairman will have the opportunity to participate in further leadership development training as it is available.