

# Board of Worship

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## Mary of Bethany Altar Guild Membership 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 Membership Chairman works closely with the President. The Membership Chairman sends cards of invitation to current and new members of Trinity, inviting them to an Altar Guild meeting and expression the importance of serving the Lord with gladness.

**Qualifications:**

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

**Responsibilities:**

1. Contact church secretary for names and addresses of new Trinity members.
2. Invite new members to a meeting and some instruction, and encourage them to view and learn actual responsibilities for serving on altar duty.
3. Report at meeting of ladies contacted.
4. Follow-up with ladies who have been sent cards of invitation.
5. Fulfill Altar Guild duties as scheduled.

**Time Commitment:**

- 10 hours per month
- 1-year commitment

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

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