

# Board of Worship

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## Mary of Bethany Altar Guild Vice President

**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 Vice President is part of the Altar Guild leadership team along with the President, Treasurer, and Secretary. In the absence of the President, the Vice President serves as the acting President and presides over the team and assumes all the President's responsibilities.

**Qualifications:**

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

**Responsibilities:**

1. Schedule the Altar Guild appointee list.
2. Serve on the Altar Guild leadership team.
3. In the absence of the President, serve as the acting President.
4. Fulfill Altar Guild duties as scheduled.

**Time Commitment:**

- 10 hours per month
- 1-year commitment

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

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