

Board of Worship

Mary of Bethany Altar Guild Wedding 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 Wedding Chairman meets with couples to plan church set-up for their wedding.

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. Respond to contact by couples intending to be married.
2. Meet with the couple to show them items available for use, and the cost of each.
3. Answer any questions the couple might have regarding church set-up.
4. Set up the requested items on rehearsal day, so the couple can see how the church will look on the wedding day.
5. Contact Altar Guild members on duty, so they know what items will be used and can clean up after rehearsal and make sure everything is set up for the wedding.
6. Report at monthly meetings any upcoming wedding dates.
7. Fulfill Altar Guild duties as scheduled.

Time Commitment:

- 10 hours per month
- 1-year commitment

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