

Kathy

Dear Altar Committee Members,

Enclosed is the monthly Responsibility Schedule. If you wish to make any changes, please give me a call.

I think we have accomplished a good deal during the last few months. We have our new oil-filled candles, which look so real. We have gotten a lot of good feed-back from lots of people. I have already noticed how much cleaner the altar is without all the spilled and dripped wax. I am looking forward to also replace the Christ candle and the center candle in the Unity candle holder. They are available and have the exact same decorations on them as the wax candles.

This morning, I talked to a company in Philadelphia in regards to re-dipping our cross. I was told that we have to UPS the cross to them and they would call me with an estimate the very same day as it is received. The process of re-dipping will take 8 to 10 days. They also take dents out of antique silver and I think it would be nice to have the dent taken out of the lid for the Communion wine trays. Harvey and I may drive to Philadelphia so we can talk to the people in person. I would like to have all this done before Easter. What do you all think ?

Every Communion Sunday, (and only on Communion Sundays) we will have live flowers in the altar vases. I have opened an account with Seifert Florist. The cost for each vase is \$12.50 and there will be no delivery charge. For ease of accounting, I decided to charge the donor \$15 for one or \$30 for both vases. A sign up calendar is available in the church office.

Lois Duvall has decided to give up her duty of filling the wine cups because it has become difficult to carry the wine trays up the steps of the altar. Lois Jones has kindly agreed to take her place.

If anyone has any ideas of how we can make our altar more beautiful, please call me.

I would like to take this opportunity to thank everyone for their dedication and willingness to prepare our altar for worship.

Sincerely,

ursula

CC: Pastor Cathy

Altar Responsibility Schedule

January: Millie Wirsing

February: Kathy Fifield and Millie Wirsing

March: Olga DeBloom

April: Ursula Jacob and Carol Rowell

May: Millie Wirsing

June:

New Items purchased for the Altar

The new oil-filled candles were purchased in November 2002. We bought 12 candles for the candelabras (these were donated by Mrs. Margaret Craig). One of the Unity candles was donated by Art and Lois Jones, one by Clara and George Auffarth. The Unity candle holder, the oil-filled candles for the Advent wreath were donated by an anonymous donor.

The candle holder for storage of the candles was not charged to us.

The Kerry Collection
6072 Corte del Cedro
Carlsbad, CA 92009
1-800-745-3779
FAX: 1-760-931-0316
E-Mail: Info@KerryCollection.com

Altar cross – recoated:

Duties

Preparation of altar for each Sunday (or worship service). Paraments on the altar are changed according to the Church calendar (in the office). However, for each Communion Sunday the white paraments are used.

It is the responsibility of the Altar Committee to make sure that all altar scarves are laundered and paraments are cleaned when necessary. Occasionally, the silver and brass is polished.

For each regular (no communion) Sunday:

Consult calendar for right color paraments.

Make sure candles are of correct size. Choose flowers. If there is a baptism, make sure water is in the baptismal font.

Communion Sunday:

Change to all white. Communion silver is kept in the small cabinet in the Quiet Room. Large candelabra are used. A small amount of wine is put into one of the small chalices. This wine is to be found in a jar in the refrigerator in the kitchen marked "Communion wine." Communion wafers are placed in the round dish. Extra wafers are put in the silver box. Two large wafers are placed in the round dish for pastor. At least 3 trays of wine are prepared. Each tray holds several glasses of grape juice for people who prefer to use the juice. The wafers are kept in the Quiet Room cabinet. The wine, small glasses, grape juice, and wine dispenser are kept in the office.

Palm Sunday:

Order 13 hands of palms, pick them up Saturday morning (Clarence Rowell picked up because he lives close by). Men from Church Council come in on Saturday to prepare the palms for distribution. Order palms for altar and see if we can rent palms for each window.

Holy Week:

Wednesday: Tableau

Church secretaries remove everything from altar, purple paraments stay on, no communion, no candles.

Thursday:

Communion. set up everything like regular communion (consult with pastor as to what color to use). During the service the acolytes strip altar and lectern.

Good Friday:

Totally bare altar, lectern has bible only, no communion, black drape on cross (this is kept in drawer in small cabinet in Quiet Room).

Easter Sunday:

White paraments, set up for communion (figure on about 140).

John Strong set steps up and covers them with paper. One lily in each window. Lilies are delivered Wednesday or Thursday and put in hallway next to sanctuary. Put cross for children, put cut flowers (for the cross) in refrigerator, ask florist to let us borrow the containers they deliver in till Monday. Then take them back to the florist. Flowers and lilies are ordered a few weeks in advance.

November:

Totenfest: Order enough red long-stemmed roses for each person who died during the last year. East rose gets thorns cut off and placed in a green water holder. Then put in a pretty bucket to be placed on or near the altar. The roses are ordered from the usual florist several weeks in advance and get picket up by a church member and placed in the refrigerator.

Also, a 7 inch white candle for each deceased person is placed in a star-shaped glass candle holder and placed on the altar.

Thanksgiving: Several weeks before Thanksgiving Cathy Fifield brings in little pumpkins and gourds to be placed in the windowsills and maybe on the side tables (where the flowers go) and live mums put out. The Sunday before Thanksgiving we place corn stalks on each side of the altar. For Thanksgiving we put more gourds and pumpkins, loaves of bread etc., crates of vegetables if available, on the altar. Everything is removed before the following Sunday.

Advent: Advent wreath is put on a stand in middle platform left (next to baptismal font). A big white candle is placed in the center and three purple and one pink candle placed around.

For the communion Sunday during advent, put white paraments on altar. Otherwise it is purple.

Tinsel Sunday

Church gets decorated by members of the congregation.

Christmas Eve:

Communion, walk up, no kneeling at rail, real bread, no tall silver carafes, use one silver pitcher (I supplied mine from home), pastor dunks bread into wine which is poured from the pitcher into the 2 small chalices.

Change paraments to white. They will stay white until and including January 12.

After January 5, remove Advent Wreath and all other Christmas decorations.

After January 12 change paraments to green.

Christmas: Order poinsettias (red ones, 6 inch pots) in November. They get put on the altar the Sunday before Christmas Eve. Also, two in each window. (order 46). John Strong always puts up and covers the steps next to the altar (for poinsettias to be placed on).

Flower Chart

We order flowers for our Sunday worship from Seifert Florist 410-665-1560. We charge the people \$15 per vase. They can either order one or both although most people will order both. They can take them home after the second service and they must bring back the green vases that they are in. Otherwise, we are charged for them. The delivery man comes on Friday, usually between 12 and 1 p.m. If he does not show up by lets say 3 p.m. that may mean they forgot us which has happened in the past. If this happens, call me or if you cannot get a hold of me, call Seifert's.

There is one chart for sign up on the bulletin board in the office, and one in the narthex. On Mondays, please check both charts, making sure they match, and please let me know who signed up in the narthex so that I can put them on my list here at home. We do not want to forget to order flowers.

People also may call the office to order flowers in which case you put their name on both charts as well as notify me. Payment is to be made to the office by cash or check. Of course, it can also be placed on the offering plate with a note of explanation.

In case two different parties want flowers for the same day, we can put flowers in the vases and the others in containers on the altar.

TRIPS
LADIES ORGANIZATION
UNITED EVANGELICAL CHURCH

Wednesday February 26, 2003

Timonium Dinner Theatre
Wednesday Matinee \$30.00

Balance due by Jan 30, 2003
Own Transportation
No seats available

Wednesday April 23, 2003

Odyssey Luncheon Cruise
National Arboretum Tram Ride
\$60.00

Balance due Feb 28, 2003
Bus leaves 9:15 a.m. Return 5:15 p.m.
SEATS AVAILABLE

Saturday April 5, 2003

Faith UM Church
Turkey/Oyster Dinner
Leave 10 am. Return 6 p.m.
Cost ~~\$25.00~~ 30.⁰⁰

IMPORTANT NOTICE

Deposit to hold Seats a MUST

Persons to contact:

Millie Wirsing 410-675-3904
Arlene Pate 410-327-3211

Ladies Organization of U. E. C.
Financial report for 2002

1-1-02 Beginning balance \$3,194.92
Income

Dues	135.00
Leprosy fund	148.94
Trips	1,543.42
Luncheons	140.69
Strawberry festival	862.52
Msd. cookie sale, birthday sock a.s.	182.15
Total	<u>3,012.72</u>

Expenses

Lilly + Poinsetta funds	200.00
Church X Mas gift	1,500.00
Pastor's X Mas + welcome gift's	84.00
Leprosy fund	150.00
Memorials	50.00
Secreteries day gifts	50.00
Deacon Hoffmann fairwell gift	50.00
Donations, Hoffman Home + Choir robes,	250.00
Curtains (Pastors Office)	111.96
Eichenkrantz lunch + Msd.	283.82
Total	<u>2,729.78</u>

Beginning balance	3,194.92
Income	+ 3,012.72
Total	<u>6,207.64</u>
Expenses	- 2,729.78
Beginning Balance for 2003	<u><u>\$ 3,477.86</u></u>