

Altar Guild member Guidelines and Expectations

The obligation members accept to serve God and Grace Cathedral in this ministry is usually between 2 and 3 hours a month. This includes the Saturday morning preparation time and one service during the week. Members should have a willingness to learn from the clergy, and others with broader experience.

- Members are assigned to a group that serves one week each month
- Members receive training from the guild director or their group leader
- For the sake of efficiency and coordination of each group, members are to be present for preparation time on the Saturday morning beginning their service week. This is normally from 8:30 am to 9:30 am. There are four (4) “duties” to be completed each Saturday morning. If your duty is finished before others, please assist as needed until all is done.
- If they cannot be present Saturday morning, members will find their own substitute for the preparation time. Please notify your group leader in advance about the substitution. The substitute should also plan to take a service.
- Groups provide at least one member for each of the services during the duty week. There are normally 4 services each week between Saturday and the following Friday, but sometimes a wedding or funeral may be scheduled. For Holy Week / Easter and Christmas weeks, two groups are combined to help with coverage.
- Arrive time for Sunday services is 30 minutes before; for weekday services it’s 20 minutes before
- Members should attend the service for which they are on duty
- Cleaning of vestments may be required from time to time. Some may be handled as regular laundry, while other fabrics need professional cleaning. Any expenses are promptly reimbursed on request.

Note: At this time, the Altar Guild is fortunate to have:

- 1) Joanne Kensinger takes care of washing and pressing all linens. Please “pre-treat” soiled linens after each service. Joanne will handle the final stage of laundering and replenish supplies of purificators, corporals, lavabo and baptismal towels, and fair linens.
- 2) David Williams takes care of brass and silver polishing fairly often. However, any items seen to be in need of polishing should be taken care of on Saturday morning.
- 3) Keith Akins takes every Wednesday 12:10 service in S. Mary’s Chapel.

Almighty God, may we handle holy things with reverence, and perform our work with such faithfulness and devotion that it may rise with acceptance before you and obtain your blessing; through Christ our Lord. Amen.