

Grace Episcopal Church Ministry Role Description 2025

Ministry Name: Altar Guild

Leader: Page Hunt, marinersmate45@gmail.com. 804-436-5457

Martha Mattheisen, marthaz0033@gmail.com, 757-876-2974

Leader role, responsibilities and duties

- Scheduling A6 team and duties
- Ordering supplies for sacristy and altar guild needs
- Work with pastor at various times of church year
- Work with office administrator for funeral arrangements throughout church year
- Constant communication with various florists
- Work with Grace funeral team when needed

Ministry member role, responsibilities and duties

- Weekly assignments, once every 4-5 weeks; responsible for Wednesday healing service at noon – set up eucharist.
- Saturday am receive flowers, make an arrangement and set up eucharist for 8:00 and 10:30 services with 2 other team members. Filling candles w/oil.
- Summer time duty; member has option to cover HCC for an 8:00 am service or Grace 10:30 service
- Set up for funerals working details with Bett and altar guild team