
Sanctuary Decor Committee

Scope: Altar flowers, Gift flowers, and Christmas season decorating

Purpose:

Provide flowers when needed in accordance with planned church activities, assist placing member-furnished flowers in the sanctuary, and plan, organize, and decorate the church for the Christmas season.

Membership:

The Sanctuary Decor Committee is composed of six members nominated by the Nominating Committee and elected by the church for three-year terms. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

Relationships:

The committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, coordinating, collaborating, and cooperating with others.

Sanctuary Duties:

1. Assist the church staff when flowers are furnished for the sanctuary. Place them in an urn, if necessary, on a small round table behind the altar table, and dispose of them afterward if not removed by the member.
2. Periodically advertise to the church the flower donation process which is to contact the church office where the flower list is maintained.
3. When needed, prepare the altar table each Sunday before worship service:
 - a. Place correct color Liturgical cloth on the table, pulpit, and Bible (see Liturgical calendar posted on bulletin board in the communion room).
 - b. Light candles before the service.
 - c. Polish candle holders and clean table glass (as needed).

Christmas Season Duties:

4. Assist the church staff with the order, delivery, watering, and disposal of poinsettias as needed.

5. Assist the church staff with the annual Christmas season worship services by coordinating the involvement of groups and volunteers for the Hanging of the Green service and other sanctuary decorations, as well as the Christmas eve service.
 - a. Solicit volunteers to assist the committee. Organize, install, and decorate the Christmas tree, manger scenes, wreaths, garlands, poinsettias stand, poinsettias, and window candles.
 - b. Prepare the Advent wreath before the Hanging of Green Service.
 - c. Assist in the preparation of Christmas Eve Service congregation candles for distribution. Collect & store following the service.
 - d. Coordinate the solicitation of volunteers with the church staff to assist the committee with removing and storing all Christmas decorations immediately after Christmas.
6. Submit an annual budget request to the Budget and Finance Committee.
7. Meet as often as needed to accomplish the committee's purpose.
8. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.