

**WHITE BLUFF CHAPEL
COMMITTEE POLICIES AND PROCEDURES MAUUAL**

1.3

FLOWER COORDINATOR RESPONSIBILITIES

2/16/2016

Flowers are placed on the altar table or altar rail in the sanctuary each Sunday. They are provided by members, families or friends and given in memory of a person or in honor of a person or an event. A notation will be made in the church bulletin. The monthly calendar signup sheets for flowers are printed and placed in Fellowship Hall in December for the upcoming calendar year. There is a reminder placed in the bulletin and on the website when flowers are needed and an announcement is also made.

On Holy Communion Sunday (usually the first Sunday of each month) the white cloth is placed on the altar. If there are flowers, and there is not room on the altar or the altar rail, place them on a stand by the worship table because the Crucifix and the communion elements are placed on the worship table.

Note: Because of all the items that go on the worship table on Communion Sunday, it is not necessary to have flowers on that Sunday if none have been donated.

Follow the Calendar for the Christian Year as to the color of cloth to use on the worship table for the other Sundays of the year. The calendar is hanging on the left side banner rod in the closet on the west side of the foyer. The website to print the calendar for the colors of the cloth to be used during the year is www.crivoice.org/colorsof.html.

Flowers for the weekly worship service or special services may be purchased by WBC on occasions such as special events or holidays or when flowers have not been provided by a member or attendee. At the request of a member or regular attendee, a single rose will be provided by WBC upon the birth of a child, grandchild or great-grandchild. The baby rose will be displayed on the worship table during Sunday service and a notation will be made in the church bulletin. The flower coordinator may purchase flowers for a funeral if the office administrator is not available to do so. See [policy for purchasing flowers](#).

Oil refill bottles for the two candles on Worship Table are stored on a shelf in the west closet in the foyer.

CALENDAR OF EVENTS:

January - Epiphany (leave decorations up through the first Sunday in January)
Worship Committee's Evaluation of Christmas Services

March and/or April – Easter date varies each year

Check on prices for ordering Easter lilies from Karen Lockridge at Forget-Me-Not's Florist – 694-5997. Office Administrator will print forms (with price) for members to use to provide lilies for memorials or honorariums (usually three weeks before Easter)

Possible Holy Week Services:

Palm Sunday - Palm branches (we order from florist) for children/others to carry
In Palm branches in vase (stored in closet) on Worship Table

Members have put up the large wooden cross (stored in attic) draped with the appropriate purple, black or white cloth (stored in closet).

Tennebrae Service on Good Friday

Members have been putting up the cross w/ black cloth

Black cloth for Worship Table (Black cloths are stored in closet)

A wooden log candleholder with black candles was purchased or crystal candle holders with black candles have been used the last two years

Crucifix on Worship Table

White Christ Candle (also in closet in foyer)

Easter Sunday

Wooden cross covered w/ fresh flowers brought by WBC members. Members volunteer to be in charge of placing the flowers on the cross

Cross is stored in the attic and materials are in the closet in foyer.

Smaller size empty wooden cross on the Worship Table (and/or Easter lily)

White Christ Candle

The Office Administrator will prepare a separate "bulletin" with a list of those giving Easter lilies including the names of those being honored and/or remembered.

On Monday after Easter we have taken the remaining lilies to WBC shut-ins, the nursing homes, planted some on church property or given to Linda Turner.

May - Mother's Day

Pentecost Sunday (use Red cloth on the Worship Table)

June - Father's Day

July - Fourth of July

September - Labor Day

October - Some years Advent begins in November. Check on prices of poinsettias with Laurie at Laurie's Garden 694-9994. Order tentative number based on what was ordered last year. Office Administrator will print order forms (with price) and make available to congregation during appointed time frame (usually three weeks before the first Sunday of Advent.)

November - Thanksgiving

Cornucopia on Worship Table (our practice the past few years has been to use it the Sunday before and the Sunday after Thanksgiving, unless it is the first Sunday of Advent). The Cornucopia and some fall colored silk flowers are stored in the west closet in the foyer. Fruit and pheasant feathers have been added.

December - Advent

Office Administrator will print brochures with the meaning of: Advent and the symbols used; the Chrismon Tree ornaments; the meaning of the WBC Family Christmas Candle.

Office Administrator will prepare a separate bulletin with a list of those giving poinsettias and the names of those being honored and/or remembered.

Poinsettias are arranged on the risers on each side of the altar table. These are stored in the foyer closet.

Candles to fit the Advent Wreath spring-candle-holders; the white Christ Candle and the WBC Family Christmas Candle are stored in closet in foyer. Check on candle refills for Advent holders to cover 4 Sunday's and 4 Wednesday's; the wreath is stored in the closet in the foyer.

Place Advent Wreath on stand to left of pulpit and the Family Candle on stand to right of the pulpit. When available use real holly garland with berries on the wreaths.

Chrismon Tree and stand (stored in boxes in attic)

Decorating committee puts the tree up and takes it down

Platform on wheels to hold the tree is stored in attic.

Chrismons (stored in clear plastic container on shelf in attic)

Gold tree skirt and white sheet to go on floor (also in the foyer closet)

Candles or Tea-Light Battery Candles for Christmas Eve Service (stored in closet) Put in two baskets to be distributed after Holy Communion.

Garlands for sanctuary, doors and signs, and wreaths for doors are stored in green containers in attic. These have been tagged for appropriate placement. Bows for garlands and wreaths are stored in green containers in attic.

Two large wreaths for choir loft (stored on top of rack, East end of attic)

Decorating committee places these in the sanctuary.

Nativity Set, sand colored cloth, and purple cloth for table (stored in closet). Manger is in the attic. Harry Seurkamp is in charge of assembling.

Pictures are available to view past arrangements.

Ask members to light the Advent Candle during Worship Service. Pastor or Associate Pastor provides readings and prayers. List of previous participants is maintained and available from the Flower Coordinator.

Related Document in Organization and Procedures Manual:

[4.4.3 Worship Committee](#)