



## **Altar Guild Coordinator**

**Job Description:** Train, direct and encourage Altar Guild teams to prepare the altar for worship, creating an inviting worship setting.

**Reports to:** Board of Elders

**Communicates with:** Board of Elders and Altar Guild Teams

**Requirements and Job Duties:**

- ✓ Handles supply purchases of communion ware, oil for candles, etc.
- ✓ Restocks and manages Altar Guild room
- ✓ Passes along invoices to Church office

**Why is this imperative?** It is imperative because a well-prepared altar space enhances worship where people are connected to God's life giving Word and Sacraments.

**Success:** When the altar is prepared for worship so that the focus of worship is on God's Word and his Sacrament.