

REORGANIZATION OF THE ST. JOHN ALTAR SOCIETY AS A FUNCTION OF  
THE PARISH'S LITURGY AND WORSHIP COMMISSION

February 19, 2016

**STEERING COMMITTEE (TRANSITIONAL OVERSIGHT STRUCTURE)**

<b>PASTOR:</b>	<b>Fr. Jack Sidler</b>
<b>GENERAL COORDINATOR:</b>	<b>Mary Ann Rollans</b>
<b>DIVISIONAL COORDINATORS:</b>	<b>Jeannie Wichmann</b>
<b>(Each division listed below)</b>	<b>Kathy Smith</b>
	<b>Sue Streett</b>
	<b>Barbara Wewers</b>
	<b>Marie Needham</b>
<b>ADVISOR:</b>	<b>Christy Lynn Priore</b>

**LIST OF OPPORTUNITIES FOR STEWARDSHIP AND SERVICE**

**AREAS OF RESPONSIBILITY AND GENERAL EXAMPLES OF DUTIES**

- 1. Preparation and Care of the Church and Chapel—Coordinator: Jeannie Wichmann**  
Maintain/monitor cleanliness of altar, candle areas, pews, window ledges, rails, etc.  
Maintain currency of bulletin boards/display areas  
Water plants and replace as needed; change/trim flowers, greenery, etc.  
Check holy water font, clean, and fill when needed; clean holy water bowls  
Straighten/maintain currency of books/inserts, etc., in church, cry room, and chapel  
Maintain inventory of candles used at Mass; maintain butane candles; replace vigil candles, matches, and dispose of used candles/matches, etc.  
Maintain inventory of hosts/altar wine.
- 2. Care of Linens, Altar Cloths, Vestments, and Sacred Vessels—Coordinator: Kathy Smith**  
Launder altar cloths, side table cloths, towels and monitor for repair/replacement; change according to liturgical guidelines  
Check albs for soil and hang in order by size on corresponding hangers/take to Quick Cleaners  
Maintain all the vestments and hang in respective areas.  
Pre-treat and launder purification cloths and press and fold properly  
Wash, rinse, dry all receptacles, chalices, cruets, fingerbowls, etc. according to specific directions for each  
Note any needed repairs or replacements.
- 3. Art and Environment—Supporting Coordinators: Sue Streett, Ray Wewers, Ron Cornell**  
Follow liturgical guidelines  
Select banners and hang/remove per liturgical seasons  
Coordinate the donations for flowers, memorials, (Easter, Christmas, etc.)  
Coordinate the set up/removal of Nativity sets and displays for special events (May crowning, Lady of Guadalupe, etc.)

**4. Communications—Coordinator: Barbara Wewers**

**Recruitment of volunteers**

**Maintain contact information for all participants**

**Outreach to Hispanic community to expand involvement and particular areas of relevant service and interests**

**Develop system for maintaining communication, i.e., “telephone tree”/email distribution lists.**

**Maintain ongoing/open communications with other parish committees for support and guidance as needed, i.e., liturgy requirements/guidelines, etc.**

**5. St. Leo Ministry—Coordinator: Marie Needham**

**Provide meals for the Tech Center**

**Provide support as needed**