



St Peter's Lutheran Church

Setting Up for Services

Setting up for Services in the ELC Hall As the hall is used every Friday afternoon for a College Chapel Service you will usually find the altar and seating set up for Sunday Service except in the school holidays.

Altar Please check that the correct altar cloth (colour) is in place and the candles, cross and Bible are straight. You may need to check with Pastor for the appropriate colour of altar cloth. Altar cloths are in a clearly marked crate in the Pastor's preparation room.

Flowers

- Supply flowers and arrange them. There are some vases in kitchen under centre bench and in the utility room between the toilets.
- Remove flowers after the service. Wash and dry vases and put away.

Setting Up & Clean Up for Morning Tea

- Check all areas of hall are clean including the toilets. Spare toilet rolls in utility room between toilets.
- Set out cups, fill urn and turn on to 90deg.
- After morning tea, wash cups, plates etc and empty urn. Launder tea towels if needed and return ASAP.
- Empty dishwasher.

Ushering

- Set up communion vessels and cloths.
- set out the offering plates
- Clean the communion vessels after service
- Take soiled cloths home to launder and return ASAP

Thank you for serving the church and God in this way. Any questions or alterations please see or phone Lorraine Semmler 0419881403