



St. Andrew Catholic Church

ALTAR SOCIETY CHARTER

Mission . . .

Our mission is to provide support to our pastor, focusing on the beautification and maintenance of the altar and worship space, in conjunction with other parish groups and within liturgical guidelines. We support the mission of our church through our love, labor, and prayers for all who participate in the body of Christ, which comes to us on the altar and draws us all together.

Objectives . . .

As a special ministry, we attend to the care of the altar and vestments. We also provide the altar linens, flowers, candles, and sacred vessels. Additionally, we support our church by focusing our work on maintaining and enhancing the interior of the church, for the celebration of the Mass by:

- Identifying projects to our pastor, and funding these projects from our budget
- Supporting other church projects and functions whenever possible
- Considering the needs of our parish staff and members
- Opening our arms to continually encourage and welcome all women of the parish, young and old, to join us in our quest to fulfill our mission.

Board of Directors Roles and Responsibilities . . .

PRESIDENT:

- Lead the Altar Society in all activities
- Preside at regular meetings
- Represent the Altar Society at church functions
- Schedule monthly board meeting.
- Prepare the monthly agenda for each membership meeting
- Appoint/Re-appoint all committee chairwomen at the beginning of term
- Appoint groups from membership to lead in fundraising efforts, research, and any other function as needed.
- Submit bulletin notifications

VICE PRESIDENT:

- Establish monthly meeting Program and Guest Speaker(s) pertaining to subjects of special interest to the Altar Society
- Assist the President when necessary
- Assume the duties of the President if she cannot fulfill her term

SECRETARY:

- Record and prepare minutes of each meeting
- Maintain and update a roster of membership
- Maintain member nametags
- Notify parish office of all meetings
- Send e-mail reminders of meetings to those members who have elected to receive email notifications
- Send e-mail reminders of board meetings to officers
- Prepare, maintain and update all Altar Society official documentation and any outgoing correspondence
- Keep in her possession, copies of prior years' Altar Society minutes, agendas, and official documentation to serve as a reference and history for the organization

TREASURER:

- Present a proposed budget to the membership at the September meeting for the fiscal year beginning September 1.
- Maintain accurate records of the finances of the Altar Society
- Prepare and provide the monthly budget report
- Collect funds for membership dues, luncheons, fundraisers, and donations and deposit them into bank account in a timely manner
- Keep the Sunshine Committee supplied with postage stamps and reimburse for greeting cards
- Report expenses for candles and supplies in the Treasurer's monthly report to the Altar Society
- Upon receipt of vestment dry cleaning and repair receipts, reimburse the parish from the Altar Society account
- Provide reimbursement to the flower committee for flowers and other supplies
- Receive, from the church office, copies of monthly bank account savings and checking balances and make certain they match her records
- File gaming reports to the state when applicable
- Comply with parish accounting policies mandated by the Archdiocese of Seattle
- Keep in her possession, copies of prior years' Altar Society income and expenditures to serve as a reference and history for the organization
- All monies held by the Altar Society belong to St. Andrew parish; the Altar Society would comply with a directive from the Pastor for money to be used by the parish that is not within the normal mission of the Altar Society

Committee Responsibilities . . .

COMMUNICATIONS COMMITTEE:

It is the responsibility of the Communications Committee to remind members every month of the upcoming meeting by phone or e-mail. In special circumstances, the President may make a request to the Communications Committee to call all members to convey information or to poll the membership for a vote.

SUNSHINE COMMITTEE:

The Sunshine committee is responsible for sending get well and sympathy cards to members and parishioners.

FIRST COMMUNION/CONFIRMATION GIFT COMMITTEE:

This committee is responsible to make or supply small gifts for the First Communicants, those being Confirmed, and others throughout the year, to show our love and support.

LUNCHEON COMMITTEE:

Approximately five to seven members volunteer to prepare the lunch each month. The Chairwoman of the Luncheon Committee maintains the list of the monthly hostesses and asks for volunteers at the monthly meetings. This group also provides seasonal table decorations and cleanup. Additionally, hostesses are still needed to provide for table setups, decorations and cleanup at the December and May potluck meetings.

FLOWER COMMITTEE:

The Flower Committee provides and maintains flowers on the altar and in the church according to liturgical guidelines. Communication with church staff will help determine weekly flower needs. Special arrangements for obtaining Christmas poinsettias and Easter lilies may be made at the monthly meetings and communicated to the Flower Committee

LINENS/VESTMENTS COMMITTEE

Weekly cleaning of the corporals and the purificators, monthly dry cleaning of the priests' albs, and seasonal vestment dry cleaning is the responsibility of the Linen/Vestment Committee. The Chairwoman of this committee is responsible for setting up a yearly schedule for her committee and for providing instructions and training to her committee members.

VIGIL CANDLE COMMITTEE

Cleaning and replacing of the vigil candles in the church is the responsibility of the Vigil Candle Committee. The Chairwoman of this committee is responsible for setting up a yearly schedule for her committee, working with parish staff to order candles and other supplies, and for providing instructions and training to her committee members.

PHOTOGRAPHY COMMITTEE:

The Chairwoman for the Photography Committee is responsible for photographically capturing all the moments of interest, activities, meetings, and events of the Altar Society and portraying them in an appropriate platform/format for viewing by all members when appropriate.

NOMINATING COMMITTEE:

Consists of one to three members appointed by the President at the March meeting. At the April meeting, the Nominating Committee presents the slate of officers to the membership and a vote is conducted. The installation of the new officers takes place at the May meeting. A member of the Nominating Committee performs the installation ceremony.

2009-2010 Major Deliverables . . .

- Complete a new mission statement, by-laws and charter
- Complete the existing approved special projects by the end of term
- Define and obtain approval for those projects that are considered new business