

# **Altar Society - Activity Descriptions**

## **Coffee and Donuts (Each month new people coordinate and help)**

Coordinator – calls and gets two people to help at each Mass. Order donuts from Super Saver and either pickup the donuts and juice or have someone pick up the donuts and juice. Donuts are only served at the 8am, 9:30am, and 11am Masses on Sunday.

Helpers (2 for each Mass) – Help serve donuts after Mass. 8am helpers need to make coffee prior to Mass. Helpers at 8am and 9:30am Mass should make more coffee if it is needed. Helpers at 11am Mass should cleanup after the serving is done.

## **Confirmation**

Coordinator – calls and gets people to donate cookies and also gets people to serve cookies and drinks. Determines what drinks will be served and arranges for the purchase of the drinks. This person should be at the event or get someone to be at the event to be in charge.

Helpers (2 or 3 people) – help serve cookies and drinks and cleanup after serving is done or make cookies and drop them off at the church prior to the event.

## **First Communion**

Coordinator– calls and gets people to help serve cookies and punch and to help setup and cleanup. Contacts Jackie Nisley to get cakes for each student ordered. Contacts Caroline Hug to get presents for the students. Calls people to bring cookies. Determines what drinks will be served and arranges for the purchase of the drinks. This person should be at the event or get someone to be at the event to be in charge.

Helpers (2 or 3 people) - help serve cookies and drinks, help setup or cleanup, or make cookies and drop them off at the church prior to the event.

## **New Parishioner Welcome (Spring and Fall new people coordinate and help)**

Coordinator – Determine menu and drinks. Coordinate people bringing food or purchasing it. Line up people to help setup, serve, and cleanup. Develop some sort of ice breaker to be used the day of the welcome. Coordinate sending out invitations to the new parishioners. This person should be at the event or get someone to be at the event to be in charge.

Helpers – help setup, serve food, and cleanup. Bring food and have there for the day of the event.

## **Graduation**

Request information and pictures from graduates (this can be done via the bulletin and phone calls). Use the information should be used to create a bulletin board for the weekend the graduation Mass is held.

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## **Wreaths**

Help is needed start to help take orders and payment for wreaths starting in October.

Help to pass out the wreaths once they have arrived, this would be sometime the end of November.

## **Fundraising**

The Altar Society will be doing several fundraisers throughout the year either by ourselves, with the Knights, and/or with the Godteens. We are in need to people who would like to determine what fundraisers to do and to plan them.

## **Mother/Daughter Luncheon**

Help is needed to setup, serve, and cleanup the day of the luncheon.

## **Christmas Potluck**

Coordinator – Lineup people to provide cook and provide the turkey, ham, potatoes, gravy, etc. Lineup people to decorate, setup, serve, and cleanup. This person should be at the event or get someone to be at the event to be in charge.

## **Quarterly Basket Raffles (Each quarter a new person can help)**

This person needs to lineup people to do the ticket sales after each Mass. There is an email list that can be used to get volunteers. Verify the person donating the basket will have it to the church prior to 4pm of the first Saturday of the month. Get the table for the basket, tickets, money bag, and ticket bucket setup prior to the 4pm Mass of the first Saturday. Cleanup the table, tickets, etc. following the last Sunday of the month.

## **Christmas Treat Bags**

Coordinator – This person needs to get candy, popcorn, treat bags, etc. to use to assemble bags that Father can handout after all the Christmas masses to the children. This would include coordinating people to help assemble the bags.

Helpers – Help with purchasing the bags and contents and assembly.

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## **Easter Lily Ordering**

This person will need to place an ad in the bulletin for people to purchase an Easter Lily in memory of someone. The Lilies will need to be ordered and the delivery of the lilies will need to be coordinated. Once the lilies have been delivered they will need to be placed in the church in preparation for Easter.

## **Poinsettia Ordering**

This person will need to place an ad in the bulletin for people to purchase a poinsettia in memory of someone. The poinsettias will need to be ordered and the delivery of the poinsettias will need to be coordinated.

## **Decorating the Church for Christmas**

These people would decorate the church for Christmas. This is normally done on December 23 or 24<sup>th</sup>. This would include setting up the Christmas trees, the Nativity scene, and arranging the poinsettias.

## **Feast Day Brunch**

Coordinator – calls and gets people to bake egg casseroles. Line up people to help setup, serve, and cleanup the day of the event. This person should be at the event or get someone to be at the event to be in charge.

Help – help setup, serve food, and cleanup. Bring food and have there for the day of the event.

## **Food and Clothing Drive**

Get food and clothing delivered to the charity.