

Seasonal Decoration Committee Guidelines

Purpose:

To provide tasteful, elegant and business like decorations for the church sanctuary and communion table during the year. No decorations are to be applied to the walls of the sanctuary unless prior approval has been given.

Responsibilities of the Chairperson:

A Chairperson will be appointed by the Pastor and is accountable to the Pastor. They will be asked to serve a term of three years.

1. Their sole responsibility is to delegate and be responsible for implementing the decorating of the church sanctuary for various special events during the year.
2. The Chairperson will be responsible for any special celebrations per the Pastor's request.
3. The Chairperson is responsible for providing seasonal bouquets on the communion table only, when no other decoration (special events as listed below) is required. He/she will be responsible for periodically watering fresh floral arrangements if they are present.
4. If additional decoration expenses are required, after checking the decorations storage, the Chairperson is asked to fill out a purchase order with their request and submit it to the Pastor for prior approval.
5. The Chairperson is responsible for instructing those to whom he/she has delegated special events as to specific procedures, such as purchase orders, dates as to when decorations are to be put up and taken down, and approval of the decorations before they are put up.
6. If the delegates have any questions they are to contact the Chairperson.

Special Events:

Easter Sunday (Communion Table)

Mother's Day (Communion Table)

Graduation Sunday (Communion Table)

Father's Day (Communion Table)

Patriotic Sunday – July 4 (Sanctuary & Communion Table)

Anniversary Sunday – Last Sunday in August (excluding Labor Day weekend)

Thanksgiving Sunday (Communion Table)

Christmas Holiday (Front Foyer, Sanctuary, and Communion Table)

Decoration Storage:

Closet, northeast corner of the sanctuary.