

## TERMS OF REFERENCE

### SANCTUARY GUILD

#### Purposes

1. To decorate Metropolitan United Church for Easter, Thanksgiving and Christmas services each year.
2. To maintain the overall appearance of the Sanctuary and its fixtures and furnishings.

#### Easter

1. After the Maundy Thursday service, in preparation for the Good Friday worship service which is held on a rotating basis with First-St. Andrew's United Church, Dundas St. Centre United Church and Metropolitan United Church, the Sanctuary and the Narthex are stripped of all decorations which are then stored on the shelves in the Great Room. The black cloth for draping over the Cross on Good Friday is stored in the Archives room. Unused items in storage include wooden banister covers in the furnace room/shop, and gold and green banister cloths in the Sanctuary Guild room which is at the top of the stairs on the northwest side of the Vineyard.
2. On the three Sunday mornings leading up to Easter Sunday, members of the Sanctuary Guild invite interested members of the congregation to come to the Conference Room after both the first and the second worship services to order flowers in commemoration of departed loved ones. These flowers decorate the Sanctuary on Easter Sunday. At the same time orders are placed, members recruit volunteer drivers to deliver the flowers after the Easter Sunday services to Metropolitan's members living in local long-term care homes. Easter is the most time-consuming project utilizing the most members of the Sanctuary Guild.

#### Thanksgiving

1. For Thanksgiving, the Sanctuary Guild decorates the Sanctuary dais with fresh fruits, vegetables, flowers and other appropriate props, such as a large farm wheel and milk can which are stored in the most northerly room off the east basement hallway. Fall flower arrangements are also placed in the Narthex and Baptismal Font area. Flower pots, trays and gathering baskets are all stored in the Sanctuary Guild room. The choir loft and the display boxes on either side of the lecterns are decorated with mums.
2. After the 11 a.m. Sunday worship service the vegetables are donated to various agencies. Arrangements are made with the Sanctuary Guild Co-ordinator to donate the vegetables to the Hospitality Meal Program after the worship service. Members of the congregation are sourced by the Sanctuary Guild to pick up and deliver the unused vegetables on the following Tuesday to other agencies (ie., My Sisters' Place).

#### Christmas

1. For Christmas, the Sanctuary Guild decorates the Sanctuary and the Narthex in time for the First Sunday in Advent. Members of the Guild set up four pre-lit Christmas trees in the Sanctuary and two pre-lit Christmas trees in the Narthex. A seasonal arrangement is created by members and displayed on the Narthex table. Silk poinsettias are placed in the display boxes on either side of the lecterns and on either side of the choir loft. The Custodian hangs the leaded stained glass "Star of Bethlehem" above the choir loft. The Christmas Needle Point display is usually set up in the Eccles chapel. All decorations remain in the Sanctuary and Narthex until after Epiphany. Christmas trees, tree skirts, poinsettias and decorations are stored in the attic above the Archives room; the "Star of Bethlehem" is stored in the upper storage area of the office used by the

Minister of Pastoral Care; the Christmas Needle Point display and Advent wreath are stored in the hearing aid room.

2. A sub-committee of the Sanctuary Guild is responsible for changing the banners in the Sanctuary in accordance with the Liturgical colours of the Church (eg., Christmas, Pentecost). The banners are stored in the Archives Room and the hallway outside the Archives Room. Small banners are stored in a cupboard in the corridor between Met Hall and the Youth Classroom.

### **Procurement**

1. The Sanctuary Guild orders the vegetables and Easter plants. The receipts are signed by the Chair of the Guild and handed to the office staff for processing reimbursements.
2. The office staff is contacted 4-6 weeks in advance of Easter to reserve the Conference room for the selling of Easter memorial flowers. At that time, a float of \$50.00 and order forms are also requested through the office staff to prepare for the onset of sales. The congregation is notified through the weekly Church calendar and orders are taken after the first and second worship services each Sunday morning leading up to Easter. Each week the cash box is returned to the office for the office staff to record and deposit the money collected. The Office Assistant records the names of donors. In the final week before Easter, the Office Assistant prepares a complete list of donors as a special insert for the Easter Sunday bulletin, and puts together a list of long-term care and retirement homes where Metropolitan members reside. These details provide the necessary information for a Sanctuary Guild member to organize a "delivery list" whereby Easter flowers are taken to Metropolitan's members in long-term care and retirement homes.
3. In the past, the Sanctuary Guild has received a budgeted amount from the Treasurer for the purpose of beautifying the Sanctuary, while at the same time, funding from the Memorial Fund was used for permanent Sanctuary gift items. Recently, the Sanctuary Guild has learned that funds from the U.C.W. are available to the Guild. These funds have not been used for a number of years.

### **General**

1. The Sanctuary Guild is responsible for filling the Christ Candle and the Communion Table Candles with liquid wax which is stored in the Sanctuary Guild room along with the gold and green table cloths. The Custodian refills the candelabra when necessary and replaces the candle wicks as needed. The candelabra are stored in the choir loft.
2. All members of the Sanctuary Guild are responsible for making adjustments to decorations out of place in the Sanctuary.
3. For the congregation, the Sanctuary Guild reports annually as part of Metropolitan's package of committee reports to the annual congregational meeting.
4. At the first meeting of the new term each year, the Chair reviews this Terms of Reference with committee members before sending it to the Board of Elders for approval, if changes are made.

### **Frequency of Meetings**

Meetings are held four times a year as required

### **Membership**

The Sanctuary Guild comprises a Chair, Secretary/Treasurer, and 10-12 members of Metropolitan's congregation. All members are volunteers.

### **Term of Membership**

At the volunteer member's discretion

**Quorum**

A majority of members in office to a maximum of six (6)

**Minutes**

Recorded by the Secretary at each meeting and sent out to all committee members either by e-mail or by hard copy

**Resources**

1. Financial support comes from the U.C.W. and the sale of plants to members of the congregation at Easter time. The Memorial Fund has provided memorial support for permanent gift items.
2. Metropolitan United Church supplies a meeting room.
3. Metropolitan’s office staff provide appropriate support to the Treasurer.
4. Metropolitan provides storage space for supplies and decorations.

**Related Metropolitan Policies**

The Sanctuary Guild Handbook

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