

#7.3

CHANCEL FLOWERS

PURPOSE: To describe the process for donating, delivering, and using flowers in the Chancel to enhance the worship experience and to further include shut-ins, homebound, and recently hospitalized in Chapel fellowship.

APPLICATION: This Policy includes all flowers, real or silk, to be used in the Sanctuary to enhance the worship experience.

PROVISIONS:

1. Representatives of the Worship Committee shall select, obtain, and arrange flowers for the Sanctuary.
2. Members and friends of the Congregation and their families are encouraged to donate flowers in memory/honor of, or in celebration of loved ones, and on special occasions.
3. Births of children and grandchildren of Chapel members, or other special remembrances, may be celebrated by a single rose in a vase on the communion table.
4. The donors and the designation will be printed in the Sunday Bulletin.
5. The Administrative Assistant in the Chapel office should be notified of these occasions.
6. Donations are accepted to defray the cost of flowers. The donation should equal Chapel's expected cost.
7. All floral donations, including donations for seasonal flowers such as poinsettias, must have a card completed in the main office with the appropriate information. This information includes whether or not the donor wishes to take the flowers following the last worship service or have the flowers delivered to Chapel members or friends.
8. If the family does not request otherwise, the Parish Nurse will determine the recipient of the flowers.
9. All funds to defray the costs of flowers are managed by the Office Administrator. The funds will be placed in the drop box, credited to "Alter Flowers" in the General Account and included in the next bank deposit.
10. When no donors have reserved a specific Sunday, silk flower bouquets will be placed in the Chancel area instead of fresh flowers. Silk bouquets may also be used on occasion for weddings, funeral/memorial services, concerts, and special worship services.

RESPONSIBILITY: Representatives of the Worship Committee are responsible for assuring that flowers are in place for all worship services.

#9.5 renumbered #7.3

Version 2 approved by Session: May 9, 2017