

## General Instructions

It is very important that we do the flower arrangements each week so that labor costs are not incurred. Look over the schedule carefully and note on your personal calendars the Sunday on which you are scheduled. Please do your best to find a substitute from the flower guild list if you are unavailable on a particular weekend.

At Flowers Direct – Sign legibly (use both first & last name) and note if there are 1 or 2 arrangements and the memorial name if applicable. Leave both copies of the invoice there!

If there is an emergency and no substitute can be found (be sure to try the team leader for the Sunday), it is okay to hire a florist. However, you will be responsible for paying the florist directly. Remember that only one arrangement is needed unless two are requested or required.

### Calendar/Schedule

1. You will be sent a reminder card before your scheduled Sunday. Call your co-workers listed on the postcard. Be sure to check with Becky at 522-9804 about special requests for flowers for memorials or honorariums and/or roses for new babies. There also could be a wedding scheduled that could change your plan for flowers on your Sunday.

### Flowers

1. Church flower accounts:

Flowers Direct

602-7800

Hours 6:30 a.m. – 4:00 p.m. M-F

8:30 a.m. – 11:00 a.m. Sat

*Please try to avoid going between 8:30 a.m. and 11:00 a.m. weekdays as this is their busiest time of day.*

2. If you want non-stock flowers, you should place your order ten days prior to your Sunday. Place a regular order the first of the week by visiting the wholesale florist or calling in your order.
3. Pick up your flowers Thursday or Friday. Sign both copies of the invoice and leave both copies there.
4. After picking up your flowers, bring them to the church workroom where you will condition them, preferably overnight.

## Accessing the Church After Hours

### Church Lockbox

1. Call 522-9804 to get the current code to the lockbox by the office entrance. The code will give you access to the key that opens the door to the office. Once you are done, please be sure to lock the door and return the key to the lockbox as many different groups access the key after hours.

### Flower Guild Key

2. For security purposes, the guild has only one key and it opens the door at the back of the church closest to the flower room. The key is on a keychain in the flower room. Sign it out.
3. Sign the key back in after you have finished your flower arrangement and be sure to leave it there for the next arranger. The outside door must be locked manually with the key. Lock the door while it is open, return the key to the flower room, and leave letting the outside door close behind you. Make sure that it is locked and secure when you leave.

## Arrangement Guidelines/Weekly Budget

Arranging flowers for worship is an act of worship in itself and should be treated as such.

1. Flower arrangers can, but do not have to, keep in mind the color of the paraments for their Sunday and work with those colors. The arrangement is meant to enhance worship. Note: *You may have requests from memorial and honorarium donors for special flowers.*
2. Arrangements may be put on the half walls on either side of the choir loft where candelabra stay or on the wooden pedestal on the chancel. **Two arrangements are advisable only if requested or if there is to be a ceremony with people occupying the space where the pedestal stands.** Remove the pedestal when not in use. Do not put arrangement or ANYTHING else on the communion table or in front of the pulpit. Please do not use the communion table as a workspace.
3. Remember the choir by making your arrangement attractive on the back.
4. Flowers and greenery from your personal garden are most welcome and appreciated.
5. **We will prepare one arrangement on a normal Sunday with an average budget of \$75-100 (\$125 if making two) per Sunday.**
6. Containers belonging to the church are not to leave the church for any reason.

7. Secure your arrangement well with tape as the children may be close by during the children's sermon.
8. After arranging, be sure to water the arrangement well.
9. If you leave your arrangement in the cooler of the flower room until just before the 8:30 a.m. service, please notify John or ask one of the ushers to carry the flowers up to the sanctuary. Be courteous by giving them prior notice that you need help placing the arrangement(s).

### **Clean Up**

1. **When you are finished, please place unused flowers in clean water in the flower room cooler. Straighten flower workroom, cleaning sink(s) and sweeping floor if needed. If more supplies are needed, please notify Anne Callaway.**
2. **Discard any dead flowers.**
3. **Wipe down the counters so the room will be ready for next week.**
4. **Please check all areas of the sanctuary for trash, empty soft drink cans, and personal items. Use vacuum if necessary but the broom and dustpan are usually sufficient.**
5. **There is a drop cloth and bos bag in the flower room to use when arranging in the sanctuary which makes clean up easier.**

### **Flower Guild Prayer & Purpose**

*O Lord, help us return the beauty of Nature  
Which Thou hast given to beautify the Church  
For Thy greater glory.*

The purpose of the Flower Guild is to enhance worship services in the church by bringing fresh flowers arranged by members to the sanctuary. The presence of flowers symbolized Christ's victory over death. Each time we arrange flowers we experience the joy and privilege of taking a beautiful and precious gift from God and creating a living offering to Him.

Each of you brings a special and unique talent to the guild's work whether you are an experienced arranger or a first-time arranger. Thank you for giving your time and talent to the glory of God.