

CHALICE GUILD RESPONSIBILITIES

Kay Lynn Goldner - Team Chair

Kitchen:

- Launder kitchen linens
- Launder tablecloths as necessary
- Do at least 2 deep cleanings of kitchen a year.
- Kitchen Inventory (See here: <http://nathankramer.com/uu/kitchen/>)

Chancel Candles:

Order Chalice candles from Cosgraves as needed. [402-593-8000](tel:402-593-8000). First Unitarian account #: 6810530. The candles are bees wax, 1 ½ " X 9". They will deliver. Let the office manager know the candles and bill are coming.

Candles are usually changed every 3 months or so depending on use. When they are changed, the brass tops are cleaned and polished. Also the metal plates beneath the candles are cleaned of wax. Because there are only a dozen candles in each box, and there are 14 needed, order one extra box to fill the candelabra.

Sanctuary:

A periodic vacuuming of the pews/cushions/hymnal racks.

Chancel table cleaned and polished as needed

Proposed Duties:

Oversee the Lost and Found

Clearing house for kitchen issues

Maintain a collection of chalices for use in small meetings

Coordinate Chancel Flower Schedule

Coordinate Christmas Decorations