

Church Decoration Job Description & Schedule

The General Instruction of the Roman Missal (GIRM) is an official Church document that provides direction on how the Mass should be celebrated. It is very specific about aspects of the liturgy that are to be the same in the Church, everywhere in the world, but it is quite general about some other aspects such as Church decoration. The brief comments the GIRM makes about decoration can be found in paragraph 305 which says, *“Moderation should be observed in the decoration of the altar... During Advent the floral decoration of the altar should be marked by a moderation suited to the character of this time of year, without expressing in anticipation the full joy of the Nativity of the Lord... During Lent it is forbidden for the altar to be decorated with flowers. Exceptions, however, are Laetare Sunday (Fourth Sunday of Lent), Solemnities, and Feasts... Floral decoration should always show moderation and be arranged around the altar rather than on the altar table.”* GIRM Paragraph number 351 also states, *“Every effort should be made, even in minor matters, to observe appropriately the requirements of art and to ensure that a noble simplicity is combined with elegance.”*

Below is a list of the Church’s liturgical seasons along with decorations that have traditionally been used at St. John’s Church for that particular season.

Advent:

- Manger with hay placed in front of altar.
- Violet cloth underneath the altar cloth.
- Violet cloth in front of the ambo.
- Violet cloths hung on both sides of the wall immediately behind the tabernacle.
- White and violet cloth on both tables next to the holy water fonts near each entrance.
- White and violet cloth on both tables immediately outside of the sacristy door.

Christmas:

- Contact Gina Clifton at the “Flower Scent’r” early to mid-November. She will have on record the number of poinsettias that were ordered the previous year. For example, in 2022 we ordered 15 6” poinsettias and two 10” poinsettias all with gold covers.
- Once the Poinsettias have been delivered to the Church, you will be responsible for watering them until the Christmas Season concludes (minimally once per week).
- One lit wreath behind the tabernacle.
- Lit Christmas trees to the left and right of the tabernacle. Gold tree skirts around their bases.
- Gold cloth underneath the altar cloth.
- Gold cloth in front of the ambo.
- Gold cloths hung on both sides of the wall immediately behind the tabernacle.
- White tablecloth and gold cloth on both tables next to the holy water fonts near each entrance.
- White tablecloth and gold cloth on both tables immediately outside of the sacristy door.
- Christmas garlands and a Nativity scene are also available as optional décor.
- When the season ends, take down and store Christmas decorations and throw or give flowers away.

Ordinary Time:

- Green cloth underneath the altar cloth.
- Green cloth in front of the ambo.
- Green cloths hung on both sides of the wall immediately behind the tabernacle.
- White and green cloth on both tables next to the holy water fonts near each entrance.
- White and green cloth on both tables immediately outside of the sacristy door.

Lent:

- Violet cloth underneath the altar cloth.
- Violet cloth in front of the ambo.
- Violet cloths hung on both sides of the wall immediately behind the tabernacle.
- White and violet cloth on both tables next to the holy water fonts near each entrance.

- White and violet cloth on both tables immediately outside of the sacristy door.
- On the fifth Sunday of Lent, the GIRM states (p 116), “In the Dioceses of the United States, the practice of covering crosses and images throughout the church from [the fifth] Sunday [of Lent] may be observed. Crosses remain covered until the end of the Celebration of the Lord’s Passion on Good Friday, but images remain covered until the beginning of the Easter Vigil.” This is optional. If this is to be done then shades of red or violet cloth should be used. Things that are NOT covered: Stained glass windows, stations-of-the-cross and the cross on the altar. Note that the practice is not mandated by the United States Bishops but simply allowed. Make sure to save one violet cloth that will cover the cross for veneration on Good Friday. The parish has violet cloths to cover all statues and the main crucifix available. They are hanging in a closet in the rectory and labeled with where they each are used.

Passion Week:

- Palm Sunday
 - Fan palms can be found in the fridge one week prior to Palm Sunday. Use them to decorate the processional cross and church.
 - Red cloth underneath the altar cloth.
 - Red cloth in front of the ambo.
 - Red cloths hung on both sides of the wall immediately behind the tabernacle.
 - White and red cloths on the tables near the holy water fonts and outside the sacristy door.
- Holy Thursday
 - Gold cloth underneath the altar cloth.
 - Gold cloth in front of the ambo.
 - Gold cloths hung on both sides of the wall immediately behind the tabernacle.
 - White and gold cloths on the tables near the holy water fonts and outside the sacristy door.
 - Place chairs in front of the sanctuary for foot washing. Place towels, a basket for the dirty towels, a large water bowl, and the pitcher near the chairs.
 - Set-up a temporary repose chapel in the social hall with the key for the repose tabernacle in the repose tabernacle door.
- Good Friday
 - Empty the Holy Water fonts outside (not down the drain) and keep them empty until the Easter Vigil.
 - The altar should be completely bare: without a cross, without candles and without cloths.
 - Red cloth in front of the ambo.
 - Red cloths hung on both sides of the wall immediately behind the tabernacle.
 - White and red cloths on the tables near the holy water fonts and outside the sacristy door.
 - Cover the crucifix that hangs over the altar with a red or violet cloth (if not already done).

Easter:

- Contact Gina Clifton at the “Flower Scent’r” 40-55 days before Easter. She will have on record the number of Easter Lilies that were ordered the previous year. For example, in 2022 we ordered 20 standard sized (6”) Easter Lilies and three 8”.
- Once the Easter Lilies have been delivered to the Church, then you will be responsible for watering them until the Easter Season concludes (minimally once per week).
- Easter Vigil (Saturday night)
 - Place bells on tables for parishioners to pick up as they enter the church. Then return the bells to their box after the Easter Vigil (also, help clean up the individual candles used during the Easter Vigil).
- Gold cloth underneath the altar cloth.
- Gold cloth in front of the ambo.
- Gold cloths hung on both sides of the wall immediately behind the tabernacle.
- White and gold cloth on both tables next to the holy water fonts near each entrance.
- White and gold cloth on both tables immediately outside of the sacristy door.
- When the season ends, then throw or give flowers away.

St. John's Church 2024 Decoration Schedule

The dates listed below show the Sundays and Holy Days when the colors in the Church should be changed. If there is a vigil Mass, then it is indicated with its preceding date. The colors should be changed before the vigil Mass.

Ordinary Time (1): Kerri Allmaras

January 13/14, 2024 - Second Sunday in Ordinary Time = Green (can change to green any time after Jan.7 Mass)

Lent: Barb Granger

Feb 14, 2024 - Ash Wednesday = Violet

March 16/17, 2024 - (Optional) Fifth Sunday of Lent = Optional covering of the Cross and Statues = Violet

Passion Week: Andrea Salazar

March 23/24, 2024 - Palm Sunday = Red

March 28, 2024 - Holy Thursday = Gold

March 29, 2024 - Good Friday = Red

Easter: Laura Risovi

March 30/31, 2024 - Easter Vigil = Gold

May 18/19, 2024 - Pentecost Sunday = Red

Ordinary Time (2): Kerri Allmaras

May 25/26, 2024 - Most Holy Trinity (Sunday) = Gold

June 1/2, 2024 - Corpus Christi (Sunday) = Gold

June 8/9, 2024 - 10th Sunday in Ordinary Time = Green

August 15th, 2024 - Assumption of the Blessed Virgin Mary = Gold (see Mass schedule for possible Vigil Mass)

August 17/18, 2024 - 20th Sunday in Ordinary Time = Green

November 1st, 2024 - All Saints Day = Gold (see Mass schedule for possible Vigil Mass)

November 2/3, 2024 - 31st Sunday in Ordinary Time = Green

November 23/24, 2024 - Jesus Christ, King of the Universe (Sunday) = Gold

Advent: Becky Engels

November 30/December 1, 2024 - First Sunday of Advent = Violet

Christmas: Gerri Makay

December 24/25th, 2024 - The Nativity of the Lord = Gold

Note: Andrea Salazar has agreed to be the Church Decorating Coordinator. Each year she will provide a new schedule. She can also be contacted if you have questions. However, if you are not able to change out the

Andrea Salazar = 701-984-2236 (does not text)

Kerri Allmaras = 701-302-8250

Becky Engels = 701-302-0209

Barb Granger = 701-650-1506

colors or need assistance in decorating, then contact any of the church decorating volunteers.

Gerri Makay = 701-415-9808

Laura Risovi = 701-653-5913

Amy Steele = 701-367-4767

Flower Scent'r = 701-947-5158