

GENERAL

We encourage the use of yard flowers. If you don't have yard flowers, there is plenty of natural greenery to use. Be creative and use a bromeliad in an arrangement! All colors of green and different textures can be very interesting also.

The Flower Guild budget for a regular Sunday is \$60.00.

Wholesale Florists

You must be a member of the Chapel Flower Guild to purchase flowers from the wholesalers. The Chapel has a wholesale tax number, but note that we always pay sales tax on the purchases we make. You can charge your purchase to the Chapel. Please give the invoice to Judy so that the bookkeeper can pay the invoice.

Central Wholesale Florist is located at 4310 Highway 80 West, Jackson. Phone is (601) 923-8536. They have a huge selection of flowers.

Greenleaf Florist is located at 2107 Wightman Street in Jackson – phone 601-353-2731. This is near the Millsap's Art District off West Street. Orders are necessary if you want a special kind of flower, otherwise you have to purchase what they have available. Christy handles our account. Greenleaf hours are 7:30 AM to 4PM Mon. through Fri. They are closed on Saturday and Sunday.

Flower House Wholesale Florist is located at 116 Cypress Cove in Flowood (off Lakeland Drive) – behind Jimmy Lyles Carpets – phone 601-353-4605. Jim Cornia or Latham Brown handles our account. Their hours are 7:30AM – 4pm Monday through Friday.

Flowers can also be purchased at **Sam's** on County Line Road if you have a membership card. Sometimes they are less expensive than the wholesaler. You pay for the flowers and if you want reimbursement, give the receipt to Judy to give to the accountant.

Remove your flowers before noon on Friday. There is Morning Prayer Monday through Friday. There is also a Wednesday evening service. Arrangements usually look good through Wednesday. If you put the flowers up, it is your responsibility to take them down!!

Do not remove any containers from the church property. These are owned by the church and should remain there.

Please clean containers thoroughly after each use and place them back on the shelf in the proper space in the Flower Guild room. There is a sink in the Library next door to our room. Use it!! Cleaning supplies are in the Flower Guild room. Do not leave vases in the sacristy. Also clean any buckets that are used. There is bleach and a brush in the FG room.

Use as much greenery as you can from your yard. This helps cut down on the weekly flower expense. The following shrubs/trees can be cut on the church grounds: Little Gem magnolia, variegated pittosporum, abelia, sweet olive, cleyera, cedar, Fatsia leaves, Foster holly, cedar. Do not cut on the big magnolia trees.

BASIC GUIDELINES FOR CHAPEL ARRANGEMENTS

Where arrangements are placed in the Chapel?

Two arrangements are made for the altar. They should be mirror images and look as much alike as possible. Exceptions might include the Thanksgiving arrangements or others that are planned to be asymmetrical. **The main part of the altar arrangements should not exceed the height of the cross arm of the Cross.** The Cross will remain elevated with the wooden boxes – so that it can be seen from the back of the church. If your arrangement is short, place it on the top riser. Pay attention to the proportion of the arrangement and the cross. For example, if the cross is high and the flowers are small and low, the proportion looks strange.

If you want to arrange flowers in the FG room - you may want to take the measuring stick and check the height of the cross from the shelf you plan to put your arrangement on. That way your arrangement will not be taller than the cross.

There are several risers available for use on the altar to place arrangements on. There is a wide set and a narrow set. There are also 3 sets of wooden blocks if you need something small to help keep the vase on the narrow shelf. These are all kept in the sacristy FG closets. The big risers are in the hanging linen closet on the bottom. The small blocks are in the cabinet.

Narthex

If you have plenty of flowers and time, an arrangement in the Narthex brightens the entrance. Make sure it doesn't look like an "after thought."

What do I do with the flowers after Sunday?

There is Morning Prayer on Monday through Friday and an evening service on Wednesday. If the flowers still look good, it is nice if they can remain through Wednesday. **Just be sure to take down the flowers that you put up!!!**

What kind of material is used in the Chapel arrangements?

Flowers used must be fresh or were at one time (now dried.) No artificial or silk flowers are used. Fresh fruit and fresh or dried foliage may be used. No ribbons or bows are used for pew markers.

What kind of equipment is needed for arranging flowers?

Most of the items needed can be found in the Flower Guild room or in the Flower Guild cabinet and drawers in the sacristy.

Items needed are:

Plastic sheeting - can be put on the altar and floor in the workspace to make clean up easier. Remove altar linens when working on the altar to protect them. Lay the linens out over the pews. Do not fold them. The blue plastic tarp is in the tall, narrow closet in the sacristy. This is useful if you do the flowers in place on the altar.

Oasis blocks – in Flower Guild room. The huge designer chunks of oasis (12"x9"x6") are more expensive, so use them for huge vases only. Don't take a big designer block of oasis and cut it down to the right size, if you can use 2 of the smaller pieces. Soak oasis with the "holes down" for Oasis brand or "logo facing up" for Greenleaf brand (read the instructions on the box). Do not press it down into the

water – let it soak naturally. If you force it to take up the water there will be dry spots in the interior. You may use the sink in the library or a bucket and the hose on the sidewalk.

Floral tape or Bulldog tape – used to hold oasis in place and to anchor practically anything that may topple, tilt or fall. There is tape in the FG room and the sacristy.

Flower scissors or shears – you may prefer to bring your own.

Sock marbles and/or bricks – these are placed at the back of arrangements to keep them from tilting or falling toward the altar. Some containers are prone to tilting – beware!!

Containers – all are in the FG room. Do not remove them from the church property.

Watering can – there are 2 cans in the FG room and one in the Sacristy. **PLEASE make sure the vase is full of water after you have arranged the flowers. Leave a gap in the oasis at the side or the back of the vase so that water can be put in more easily.**

When you get through with the arrangements and they are in place on the altar –

Check to make sure the cross is in the highest position. Sometimes it gets moved.

Is arrangement the correct height? Do not go above the cross arms of the cross.

Is the proportion correct? Does it need to go on the top or bottom shelf to look in proportion to the cross?

Flowers should not touch the missal stand or obstruct the door to the tabernacle.

Can you see oasis? Is so, cover with sheet moss – an easy way to hide oasis.

Please cover all the linens at the altar and the side table with the clear plastic before you leave. Extras are in the tall closet of the sacristy. We still have critters.

What kinds of flowers need wiring?

In general, flowers that have weak stems or have a tendency to follow the sun need wiring. Flowers that might need wiring include: Gerbera Daisy, tulips, zinnias. Bells of Ireland (clip off the “wings” on the tip), snapdragons and tulips will turn up if they are placed horizontally in an arrangement.

When should white flowers be used?

White flowers are always appropriate for funerals, weddings and Holy days (Epiphany – if there is a special service for that day, the Baptism of our Lord, Ascension Sunday.)

Wedding flower plans are coordinated by the FG Chairman and the bride. Separate guidelines exist for weddings.

Funeral flowers are determined by what the family wants. The family is charged for the cost of the flowers only. Or the family may choose to have “usual Sunday flowers” – whatever that team plans to do for Sunday worship – at no cost.

The font is adorned at the following times: The Baptism of our Lord, Easter, Pentecost, Christmas

Special Sundays

Ascension Sunday flowers should interpret “ascension” – a vertical, simple look.

Trinity Sunday could be represented by a triangle shaped arrangement.

There is often an insert in the bulletin when there is a change of seasons or something special in which the flowers accent the liturgy such as Advent, Baptism of our Lord, Ascension Sundays. The flower guild chairman works with the church secretary and the priest to get the insert in the bulletin.

Advent is always just greenery except the 3rd Sunday can have pink flowers to go with the pink candle. Advent can also have a “progressive” plan in which Advent 1 starts with just sticks and minimum greenery. Each following Sunday more greenery is added. The pink flowers are put in for the 3rd Sunday. Starting in 2008 on the 4th Sunday of Advent (to continue the progressive theme) the wreaths (29 inch) were hung in the church, the greenery pieces were put on the front doors, garland was hung on the cemetery fence and the front gate, a wreath was put around the statue, and 2 wreaths were put on the Parish Hall doors. Check out the blog to see this progression– www.chapelflowers.blogspot.com

What are the responsibilities of a Flower Guild member?

A Flower Guild member’s responsibilities extend from Saturday to the following Friday. They are in charge of the Sunday flower arrangements as well as for any other flower needs that may occur during the week, including funerals and weddings. Extra help from other guild members may be needed for weddings, funerals, feast days and other special events.

CLEAN UP AFTER YOURSELF!!! There is a vacuum cleaner in the sacristy to clean up your mess!!

OTHER IMPORTANT RANDOM HINTS to keep the Altar Guild happy and content!!

If you plan to make the altar arrangements in place, please remove the linens from the altar. If the altar has been set, remove everything. It is your responsibility to put it back EXACTLY like you found it!! In the sacristy there are directions for the altar arrangement on the cabinet doors and there are photographs in the altar guild manual on the counter if you can’t remember the exact placement of items. Handle linens carefully – they are very expensive. Do not fold the linens – lay them over the pews. If you get water on the linens, remove them and lay them on the pews to dry. A wet linen should not touch the wooden altar top – wood stains will get on the cloth. There is a hair dryer in the sacristy to blow dry the spot.

Pull pollen out of lilies. When pollen drips on the altar linens it is very difficult to remove.

If a vase leaks, please let the FG chairman know so that it can be fixed. A huge effort is made to make sure vases don’t leak. When in doubt, line the vase with the assortment of liners that are in the FG room.

Clean up your mess!!! You cannot count on the sextant to be there to vacuum before any service.

In preparation for a wedding, if you do flowers on Friday before the rehearsal, James will NOT be there to vacuum before the rehearsal on Friday evening. Altar and Flower Guild will need to vacuum the church. James does not arrive until Saturday morning.