

## **THE NEW YORK ALTAR GUILD, INC.**

### **PURCHASING GUIDELINES**

**The New York Altar Guild is dedicated to providing for the altar needs of the Cathedral, parishes, chapels, missions and related institutions in the Diocese of New York and beyond, contributing to the support of ecclesiastical services of the wider Episcopal Church. Our objective is to assure that all persons can worship in dignity and beauty.**

1. In keeping with the mission statement above the New York Altar Guild seeks to provide items related to liturgical worship such as vestments (lay/clergy), linens and other altar furnishings as requested.
2. Upon receipt of requests, the Board will first attempt to furnish items from its Reserve Closet.
3. If the Closet inventory does not include the item requested, the Board will move to accommodate the church through purchase, and in certain situations if deemed advisable, may request matching funds.
4. Churches are welcome to make additional requests as needs arise. However, purchasing overtime for the benefit of any single church may be limited.
5. The Board will use its discretion in all purchasing decisions.



## **REQUEST FOR ITEMS**

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Church/Organization \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

### **Listing of REQUESTED Items**

*\*If you are a candidate for the diaconate, indicate sponsoring parish with all contact information and the expected date of your ordination.*

Description of specific need(s): (quantity, size, color, measurements, etc.; use additional page as needed):

If you wish to consult a catalogue see Almy, Michigan Church Supply, etc.

**FOR FURTHER INFORMATION: contact Barbara Lindsley at 845-677-6401 or [bnlgolf@aol.com](mailto:bnlgolf@aol.com).  
Send this form to PO Box 881, Millbrook NY 12545 or email [bnlgolf@aol.com](mailto:bnlgolf@aol.com).**

***DONATION OF ITEMS FOR NY ALTAR GUILD RESERVE CLOSET***

Donated by \_\_\_\_\_ Date received \_\_\_\_\_

Church/Organization \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**\*Description of items: (quantity, size, color, condition, etc.; use additional page as needed). Be sure to include the listing below with the donation.**

**Listing of the Donated items and \*descriptions for the Reserve Closet:**

**The completed form and items should be sent or delivered with the name of the church included on the outside of the package to: The New York Altar Guild, c/o The House of the Redeemer, 7 East 95<sup>th</sup> Street., New York, NY 10128. If delivered, call the House of the Redeemer first to see if they are open (212-289-0399). FOR FURTHER INFORMATION: contact Henry R. Garner, Jr. at 203-994-0454 or [hrgr212@aol.com](mailto:hrgr212@aol.com).**