

Docent Procedures

• Opening

1. Upon entering the museum, **you have 1.5 min. to deactivate the security system.** Put in the secret code and then press the "off" key.
2. Open all of four of the front doors with the wrench key (located on the hook beneath the reception desk,) and place the "Museum Open" bicycle on the northern porch.
3. Turn on the reception area lights (the gallery and "Big School lights can be turned on prior to visits to save \$)
4. **Check the restrooms** for cleanliness/toilet paper/towels, etc. All of the needed supplies can be found in the janitor's closet and that door will open with the Master Key.
5. Open the Reading Room door and check the phone messages (please do not erase them.)
6. Refer to your "Docent Tasks" list
7. Open the Big School Gallery Door to increase circulation. Dump dehumidifier water during cold weather months.

• Closing

1. Close the Reading Room door.
2. Turn off the restroom lights.
3. Close the Big School door
4. Check the stairwell and restroom lights (it should be off)
5. he four front doors, and check the southern Main Gallery door.
6. Gather your things, and turn off all of the lights—make sure all spotlights are off as well as all Christmas trees during the holidays.
7. Activate the alarm system by entering the secret code and the "away" button (if it does not activate make sure all of the doors are secure)
8. **You have 1.5 min to exit. You will hear a loud whistling noise after exiting—it means that you have everything secured.**
9. If you have time, please drive around the building and check the garage door and rear exit door before leaving.

Role of Docents

- You are the ambassadors of our museum.
- This role should be fun and enjoyable for you, if it is not, talk to your director so adjustments can be made to make you happy.
- Please stand, greet, and introduce yourself to all patrons as they enter:
 1. Tell them we have guided and unguided tours (in your own way.) If patrons are going to tour the Church or Log Cabins they must have a guide for that portion of the tour.
 2. If the patrons choose to wander on their own in the museum, briefly let them know that there are restrooms behind the gift shop, and there are two exhibit environments—the original church building (Big School), and the main gallery. Check in with them occasionally—inputting info. (if you wish) as they wander. **Remember:** Some tourists don't want much interaction, but wish to experience the environment independently—read your patrons.
 3. If they choose a guided tour you have options: **Ask them how much time they have for the tour:** You can use a tour of your own design, or a tour using your interpretation guidelines.
- Larger tour groups—that have made reservations—will be handled in advance. You will be asked to provide support for these tours if they occur while you are on duty. Feel free to join the tour, and please help staff the reception area for gift shop sales and questions.
- Recommended Guided Tour Path:
Big School (with overview of history), Main Gallery, then offer the Church and College Tour (many people don't know it is available.)

PLEASE be aware of the mobility needs of our patrons. We have a wheelchair available at the top of the stairwell, and many elderly people will need extra care during the Church and College tour.

Relax and Enjoy Yourself—your own personal style is the ideal !

DOCENT CLEANING TASKS

Patrons Come First !

If you have extra/idle time, please help us keep the museum beautiful. We do not have a cleaning staff, and rely on each other to maintain our environment.

- All supplies are in the kitchenette, and if you notice that we are out of something, please leave the director a note. (Spiffing the kitchenette is also appreciated)
- There is no particular priority of tasks (except the restroom cleanliness) so just investigate what you think needs completed.

Dusting: Windexing of the exhibit cases in the Big School, and the Main Gallery. Dusting the gift shop shelves. Washing down and straightening up the reception desk. If we are low on a particular gift, leave Evelyn/Gladys a note on the reception desk.

Restroom Spiffing: Necessary supplies are located in the custodial closet for shining up the sinks, mirrors, and disinfecting the toilets. We will show you how to replace toilet paper (it's tricky) and paper towels.

Water Fountain: There is a special "stainless" cleaner in the custodial closet.

Sweeping/Dust Mopping: All floors can be dust mopped. There are various sizes and dustpans in the custodial closet—pick what you like to use.

Plants: Check the plants for watering needs—the watering can is in the custodial closet.

Trash: Please gather the trash in the restrooms, office, and reception area, and dump them in the large can in the custodial closet. **Fridays:** All trash should be secured in large bags and placed outside in the little shed behind the Church for Sat. a.m. pick-up.

Wet Mopping: Please do this as you determine the need, but make sure the floors are not slick for patrons.

Rocks from Flower Beds: are an ankle twisting hazard. Please sweep them back into the flower beds (from the parking lot/sidewalks) when you have the time.

Front Doors: Windex them as high up as you are comfortable climbing. There is a step stool in the custodial closet.

Interpretation Suggestions

These are only guidelines to help you create your own type of tour. Let us know how they work for you, and if changes are needed.

Big School:

- The original church building, constructed in 1845, was dedicated on Pentecost Sunday
- Limestone construction with a dirt floor, below the hardwood
- Possibly a balcony in the original floor plan
- 22 yrs. after construction the new church was built, and this building served as the *Grosse Schule*, "Big School," for 102 years
- The chandeliers represent the lighting fixtures from the New Trinity Church (1867) through the years
- The *Klingabludel* (stick with pouch) was used to take up a collection during the church service
- The alter, pulpit, lectern, song board, and baptismal font are from St. Paul's church in Wittenberg. The chronology of St. Paul's is captioned on the lectern.
- Note the replica of St. Paul's created by Leonard Kuehnert, a former local artist and historian
- Translation of the "Blue German Sign"
"Tobacco smoking, chewing, spitting is here forbidden"
- The bell was cast in Spain in 1761, and was part of a quartet of bells that hung in a Carmelite Catholic Monastery in Spain. The Saxons brought the four bells with them in 1838, and left three of the bells in storage in St. Louis when they came to East Perry county. They were sold to Xavier Catholic Church, in St. Louis, where they continue to ring today (ring the bell).

Interpretation Cont.

“ Big School” Foam Board Exhibits: Just point them out—Tornado, Altenburg Militia, etc.

School Display Case/Band Exhibit: Self-explanatory—give them time to take a look—periods of quiet within the tour are nice—step back from time to time and let them have a look.

Walther League:

- Ended in the 1960's
- The Walther League was formed as a combination of the early Young Men's and Young Women's Societies
- Many couples that later married, met at the Walther League meetings and events

Connecting Visitor's Center between the old/new galleries: Let folks know that Vernon R. Meyr endowed the construction of the new museum, and an architect, Dale Rogers, created the glass vestibule and reception desk with gift shop to integrate the historic structure with the new main gallery.

While walking to the Main Gallery: A nice time to let folks know that we are completely supported by donations from our patrons, and through our gift shop sales. Our gift shop items all pertain to our mission, and many of the items are created within the East Perry County region. All donations are tax deductible because we are a 501(c)(3) non-profit organization.

Chair/Chest/Chalice Exhibit:

- (please feel free to pick up the picture of Martin Stephan and pass it around) Bishop Stephan had supreme control of the immigration and the community money chest. This is the actual money chest and Stephan's chair. Stephan's alleged misappropriation of funds and inappropriate behavior with the young women of the colony, created issues between him and the colonists. It was Stephan's dream to build a castle at Stephansberg—a large hill not far from here—his dream never came true. He was exiled to the other side of the Mississippi River. Do you think this chair would have been a part of his castle? Stephan is buried at Horse Prairie, Ill.

(Chair/Chalice Exhibit Cont)

- Stephan reconciled with his past, and was so admired that his body was carried three times around the church upon his death in Illinois. There is a monument near his grave at the Horse Prairie site.
- The chalice is engraved with the date 1707, when it was the wedding gift of a Polish Princess. A rare treasures expert examined the chalice and it was most likely created during the Renaissance, and inscribed later for the wedding of the princess. The art of creating such an amazing work of gold and silver has been completely lost. The chalice was used by Trinity Congregation until the 1960's when it was retired. The sister chalice, that was also a part of the Saxon immigration, is still used by Trinity Church, St. Louis. There was another original chalice in the colonies, and it is simply a lovely plain pewter style, and was a part of the Frohna, MO congregation, until it moved to the Concordia Historical Institute's collection.
- The baptismal flagon, tray, and the wooden crucifix depicted in the photograph were also a part of the original immigration from Saxony and are housed at Trinity Church. The crucifix is a permanent part of the altar, and the baptismal set continues to be used today.

From Germany to Missouri Exhibit:

- This exhibit provides the patrons with an opportunity to look and read for themselves. Introduce the title of the exhibit and then step back and let them take a look.
- One of the things you can point out is that most of the Saxon immigrants had to deal with conditions and tools that they had never experienced in their civilized villages, towns, and cities in Saxony—like: bear traps, poisonous snakes, guns!

Seven Colonies Cases/Trunk: (point out what you wish and give the patrons time to look)

- **Wittenberg**-the cornerstone of St. Paul's Lutheran Church is evidence of the devastating floods the congregation had to face—year after year.
- **Dresden**-the log college seminary was originally located in Dresden. It later moved near Pastor Loebers house in Altenburg, and then to the current site.

Seven Colonies Exhibit (cont.)

- **Altenburg:** Alms bucket for church offering, the Loeber House—the first meeting place for the Altenburg congregation. The colonists met on the second floor of the parsonage, a classic example of German medieval architecture. The women of the congregation stayed behind after the services to help clean the bottom floor, and beds where the dirt from people's shoes fell through the planks of the floor. Note the 50th Anniv. photo. With the ribbon that is illustrated in the photo.
- **Frohna:** The stone is from the 2nd Church, please note the early street scene. Frohna is a very significant colony for numerous reasons, but Pastor Keyl was the first pastor, and brother-in-law to Pastor Walther. Walther convalesced after an illness with the Keyl's and during this time he studied the works of Luther and other scholars. Soon after this time he came forward with his theological foundations for the establishment of the Lutheran Church-Missouri Synod.
- **Paitzdorf/Uniontown**—the colony of Paitzdorf was planned in Saxony at the same time as the other six colonies, even though they arrived in Perry county a bit later. Paitzdorf became Uniontown during the Civil War era. It served as an encampment for Union soldiers. They could not pronounce the name of the town, and referred to the town as Uniontown—the new name "stuck."
- **Johannisberg**—is somewhat of a mystery colony, because it was not in existence for long, the actual location has not been confirmed, but the artifacts on display were procured from the probably site on this colony. Rev. C.F.W. Walther served this congregation, and on one trip home from Johannisberg, he fell off his horse into Apple Creek, and became ill. Recovery from this illness took him to his sister's house in Frohna—the rest is Synodical history. Johannisberg is the only original colony was in Cape Girardeau County.
- **Brazeau**—was not a Saxon Lutheran Colony, but a Presbyterian community. The citizens of Brazeau provided the early Saxon colonists with food and support when they arrived to the colony and were overwhelmed with the forest, lack of food, etc. This story provides an interesting reflection to the role the Indians played in the early immigration Plymouth, Massachusetts. The Brazeau Presbyterians were "God's Messengers" to the Saxons.
- **Seelitz**—The cemetery in Seelitz has a beautiful memorial marker for the colonists who died in the area. The Darnstaedt Cabin is still in existence, and this exhibit sits upon the Darnstaedt Family trunk that came with the original immigrants across the Atlantic Ocean.

Seven Colonies (cont.)

Note: The churches received their contemporary names after the turn of the 20th century when the Missouri Synod suggested that each congregation should “adopt” an official name. Pastor Hafner, of Frohna, stated, “These babies are now over seventy-five years old and do not as yet have a name.” Mr. Darnstaedt suggested the Latin name *Trinitatis*, for Altenburg, and during Americanization it evolved into “Trinity.” Our sister church in St. Louis adopted the German Name, *Dreieinigkeits Kirche*. The Frohna congregation adopted the name Condordia, Wittenberg named their church-St. Paul’s-and Uniontown became Grace. The Immanuel Congregation in Altenburg adopted their name at the dawn of their congregation.

Founding Fathers Exhibit:

- Introduce, and let them take a look—it has a lot of captioning!
- The trunk immigrated with the Palisch Family

Immanuel Lutheran Church Exhibit

- One of the two vital Lutheran Missouri-Synod congregations in Altenburg. It was established in 1866, when Rev. Schieferdecker broke from the Trinity, Altenburg congregation over his interpretations and teaching of Revelations 20. Approximately 1/3 of the Trinity Congregation left with him and formed the Immanuel Congregation. Schieferdecker returned to the Synod at a later time, and the Immanuel Congregation joined the Synod in the 1980’s.

Interpretation (cont.)

NOTE: The remainder of the museum is our interpretation of the Regional Cultural History of East Perry County, and our interpretation of Martin Luther and his reformation.

This is a **GOOD** time to let your patrons wander. Cut them loose, and interject info. as it seems appropriate. They will be getting tired of our voices at this point and will need a bit of time to soak in the history and absorb the remainder of the museum.

The following tidbits are for the remaining Main Gallery exhibits:

- The trunk used in the Ladies' Aid exhibit was owned by the Schmidt Family and came across the Atlantic with the Saxons.
- Altheda Schmelig's Egg Exhibit: contains chicken, turkey, emu, and ostrich eggs. She is in her late 90's. Great example of German-American arts and crafts.
- Luther Exhibit: Note the tile from Luther's home in Germany

- There are always seasonal temporary exhibits which are self-explanatory, but the patrons often have excellent questions about the temporary displays.

Interpretation (cont.)

Walkway between the Museum & Trinity Church

- The peg beside the sidewalk is the center of the Trinity Altenburg parcel of land—16 acres. The church was built as near the center as possible, for \$15,000.
- Individuals in the congregation assumed the debt for building the church. One family dug the foundation pit as their contribution—this was a big job digging a hole 8 ft. deep and the length and width of the building.
- The original church had a white picket fence all the way around it. One day all of the children were studying in the Big School, and they heard a loud noise, as the ice slid off the church roof, destroying a large section of the fence. The original church gates are often referred to as the “pearly gates.”
- The stone for the church came from Bodenshotz’s Creek in Wittenberg. A wooden ramp was built with a trolley to carry the stone up each level.
- The largest stone is just north of the front doors, and is 6’ tall, 17’ deep, and 16 ft. long (point it out)
- The cornerstone was most likely placed under the window instead of in the corner, because the girth of the stone building would have crushed it in the load bearing corners.

Entrance to Trinity Church and Interior

- Note the keystone arch entry—the keystone is a reminder of Christ—without Jesus we all fall down.
- Note the windows and sills—they illustrate how thick the stone walls are—29 inches
- (Lead the group toward the altar) The organ was donated by The Young Ladies Society in 1910—is nearly 100 years old and still provides the congregation with an amazing instrument for singing and listening. In 2009, the pipe organ underwent a significant restoration.

Church Interior (cont.)

- The bell in the steeple was donated by The Young Men's Society after construction—they paid 53 cents/lb. and the bell weighed 950 lb. The bell is tuned to the "F" tone.
- Note the crucifix on the alter—it came from Germany with the Saxons.
- The door behind the raised pulpit is made with one plank of wood. It shows you how big some of the trees were in the forests around here.
- Originally, for many years, the women sat on one side of the sanctuary and the men sat on the other side. The women and men used separate communion chalices—the women used the chalice from the homeland—until the 1960's
- The baptismal font was made here in Missouri, but the flagon, and tray set were brought from Germany.
- Note the stained glass windows. Each window has a "hidden symbol" window, a story window, an upper "symbol" window, and a fan window. They were designed in 2009-2010, and installation began in 2010. They were created by _____ and _____ of Ste. Genevieve.

Note: The Chalice can only be viewed during pre-planned tours.

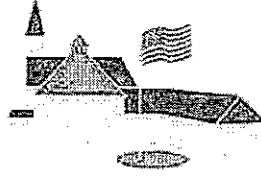
Log College Seminary:

- Education was vital to the early Saxon settlers. They came to this country for religious freedom, and to provide a better life for their children. The log college was built when they were still struggling, hungry, and even before many of the homes were built. The "Saxon Founders" exhibit in the main gallery depicts the men who founded this early Missouri institution. Luther promoted the education of women, during a time when women were considered little more than "property." It is fitting that there were female students at the opening of the log college seminary.
- The log college was originally constructed in Dresden, was moved near Pastor Loeber's house, and finally was moved to the current site. It is listed on the National Register of Historic Places.
- By 1848, seminary instruction was moved to St. Louis. Walther relocated to St. Louis earlier.
- In 1912, the newly formed Perry County Historical Society, now the Perry County Lutheran Historical Society, undertook the relocation and care of the log college.
- The protective covering was constructed in 1915.

Log College (cont.)

Christiana Loeber Cabin:

- Pastor Loeber's sister, Christiana, came to the East Perry Colony with the original emigrants. She spoke of the immigration in letters back home, and complained that her new log house was not completed. She died, of one of the common illnesses in the colonies, soon after her arrival in 1840. Christiana's log home was used as an early school for young children after her death.
- The Loeber cabin has recently been moved to this site from the second site on Main St. in Altenburg. The shelter over the cabin was designed by architect, Natalies Schuessler Petzoldt, and was constructed by KMZ Construction.
- The **Memorial Walkway** was constructed in 2007, and was designed by Jerry Mahnken of KMZ Construction. The stones were purchased by museum patrons to honor their families, and were designed and engraved by Liley Monument of Marble Hill. Please let us know if you or your family would be interested in purchasing a stone for the walkway. The walkway lamp posts were added in 2010 in memory of Leona and Arnold "Shorty" Kaempfe.



New Docent Self Check-List

You will be working with veteran Advisory Council members and Docents for the next month—or until you feel comfortable. Please bring this sheet when you work, and have the staff help you check-off your tasks.

- Full tour from Bob Schmidt—including church/college/cabin
- I understand the bizarre toilet paper and paper towel locks
- I understand the gift shop sales/check-out/cash drawer
- I understand where to find things in the custodial closet
- I understand the weather radio and inclement weather procedures
- I have read through all of the hand-outs from this workshop
- I know where the phone lists are located and emergency #'s
- I can arm/disarm the security—and how to report a false alarm
- I understand the museum climate control system
- I know how to locate resources in the Reading/Conference Rm.
- I know how to unlock/relock/turn on lights at Trinity Church
- I can unlock/relock the four front doors
- I know how to use the panic alarms
- I know how to dump and restart the dehumidifier
- I understand all of the Opening/Closing Procedures (in packet)
- I am familiar with all of the light switches in both galleries
- I know how to sign in/out on the volunteer log
- Look through all the drawers/cupboards to learn where things are
- Learn where the "we'll be back in..." sign is—if leaving for lunch
- Write Carla's home and cell # down and keep them handy
- Please sign up for a new time to work before leaving every shift

Thank you for your time! You are appreciated.