

SANCTUARY HOST CHECKLIST

Please plan to arrive at 10 a.m.

If you have any questions, find anyone on council, Nicole, or Jackie.

Set up

- Light the candles behind the table by 10:20 a.m.
 - Find matches and multi-purpose lighters under the pulpit or in the closet to the right of the AV closet in sanctuary.
 - Code is 2650.
- Open shutters – the key is in the cleaning closet on the left side.

When Service Starts

- As people arrive, offer hymnals and offer to help them find a seat. Try
- to fill spots closer to the front first. We want to avoid everyone congregating in the back of the sanctuary
- If it is a Communion Sunday, help direct the flow of traffic during Communion.

After Service

- Extinguish candles.
- Lock the closet by using the same code as used to open.
- After entering numbers hit the button with the lock symbol on it.
- Close and lock shutters and return the key.
- Walk around the sanctuary and pick up any leftover bulletins, papers, trash, items for lost and found, etc.
- Lost and Found is by the coat rack.
- Turn off the lights.

If you are the last to leave, please walk the perimeter to make sure all exterior doors are closed and locked, and candles extinguished.

Thank You for Volunteering