

Sanctuary:

- Take copies of Order of Service from mail-room to Sanctuary foyer, leave on table.
- Turn on lights (including A & B switches near flower-room; and balcony lights from east stairs).
- Move lectern & chalice-candle into place. Plug lectern mic. cable into "right-front" port. Hang red & white tapestry on front of lectern. Put candelabra on small table on floor, next to east stage-steps.
- Once there are some people in the Sanctuary, you could unlock the sound-booth.

Hewett Centre:

- Take 2 pkg. regular coffee & 1 pkg. decaf coffee to kitchen (look in office kitchen first). Plug in countertop coffee-maker. Fill large coffee urn, prepare it for 60-80 cups of coffee, start it running.
- Start dishwasher. When it's fully heated, log temps & fridge temp on sheet.
- Bleach down all kitchen counter surfaces.
- Unlock doors to Biddle, Meditation Room, Library, Lindsey-Priestley, Childcare Room, Preschool.
- Check all bathrooms are fully stocked with TP & paper towels & foam-hand-soap.
- Forum: set up chairs & podium & A/V, as needed. (Wait until possible choir warm-up there.)

Once Church Service has started:

- At around 11:15, go up to balcony, take an attendance count (write this down for Aurora). Wait in the Sanctuary foyer during the Offering; then accompany to place money in office safe.
- 11:30am-noon: take Lunch Break

End of Church Service:

- Be omni-present in Hewett Centre from noon to 2pm, as people need things done!
- After church lunch/coffee is finished, help clean and tidy the Hewett kitchen. Bring any packages of coffee (both full and partial) back to office kitchen.
- Place Sanctuary back to 'resting' configuration. Make sure Sound Board is locked up.
- Reset tables & chairs, etc., either for later event that day, or back to resting configuration..
- Dispose of all garbage & compost from Hewett Centre & office building (& perhaps Sanctuary). (N.B. the gardeners appreciate us adding the compost to the black compost bins off the alley!)
- Sweep/mop floor of main hall, vacuum north & south hallways, as needed.
- Run the laundry. (Leave washing-machine door ajar, to avoid mildew & clean lint-trap.).
- Change the Oak/49th sign for the week.
- Thermostats: Program the Sanctuary & Hewett Centre thermostats for the week, according to all the various church events and rental events taking place. (Marcus provides weekly schedule.) Each day consists of 4 time slots (9am / 1pm / 5pm / 10pm), which can be adjusted earlier/later, along with the temperature (60 when empty; 68 when occupied). The settings for the Childcare Room thermostat must also include warmer temps M-F, 9-5; for the offices along the south hallway of Hewett Centre. (Don't forget: whenever the Hewett Centre Hall is going to be occupied, you need adjust the settings for both Lindsey-Priestley *and* the Childcare Room.)

N.B. Double-check doors (esp. exterior doors) & lights - **security is vital**. Pick up garbage around site (along Oak St. & 49th Ave., too). Know where the security-alarm phone & security-code are.