

Before Service:

Date: _____

1) **Prepare building**

- ☐ Confirm doors unlocked
- ☐ Lights on: Narthex, main hallways, Sanctuary (main, rear aisle, side walls, stained glass), organ/choir, fellowship hall, basement hallways
- ☐ HVAC: turn on ceiling fans, A/C on if outside temp >70°F
- ☐ Paint candle wicks
- ☐ Close Narthex sliding doors

2) **Pre-Service elements**

- ☐ Place bulletins from usher station onto table at entrance to Sanctuary (keep specially marked bulletins separate)
- ☐ 2 Offering plates on Narthex stand
- ☐ Check number of prepared communion tray glasses - # will be used to compare against attendance count

Welcoming & Service:

3) **Welcome congregants (1-2 persons)**

- ☐ Identify hospitality team for greeting & welcoming all arriving attendees, station 1 person at Perrin Street entrance lift
- ☐ Reminder to congregants that masks are required at all times when in building (anyone over age 2)
- ☐ Offer bulletin, show offering plate location, and/or highlight QR codes for cell phone use
- ☐ close Narthex doors after opening hymn starts (leave open when additional narthex seating is needed w/ chairs from closets)

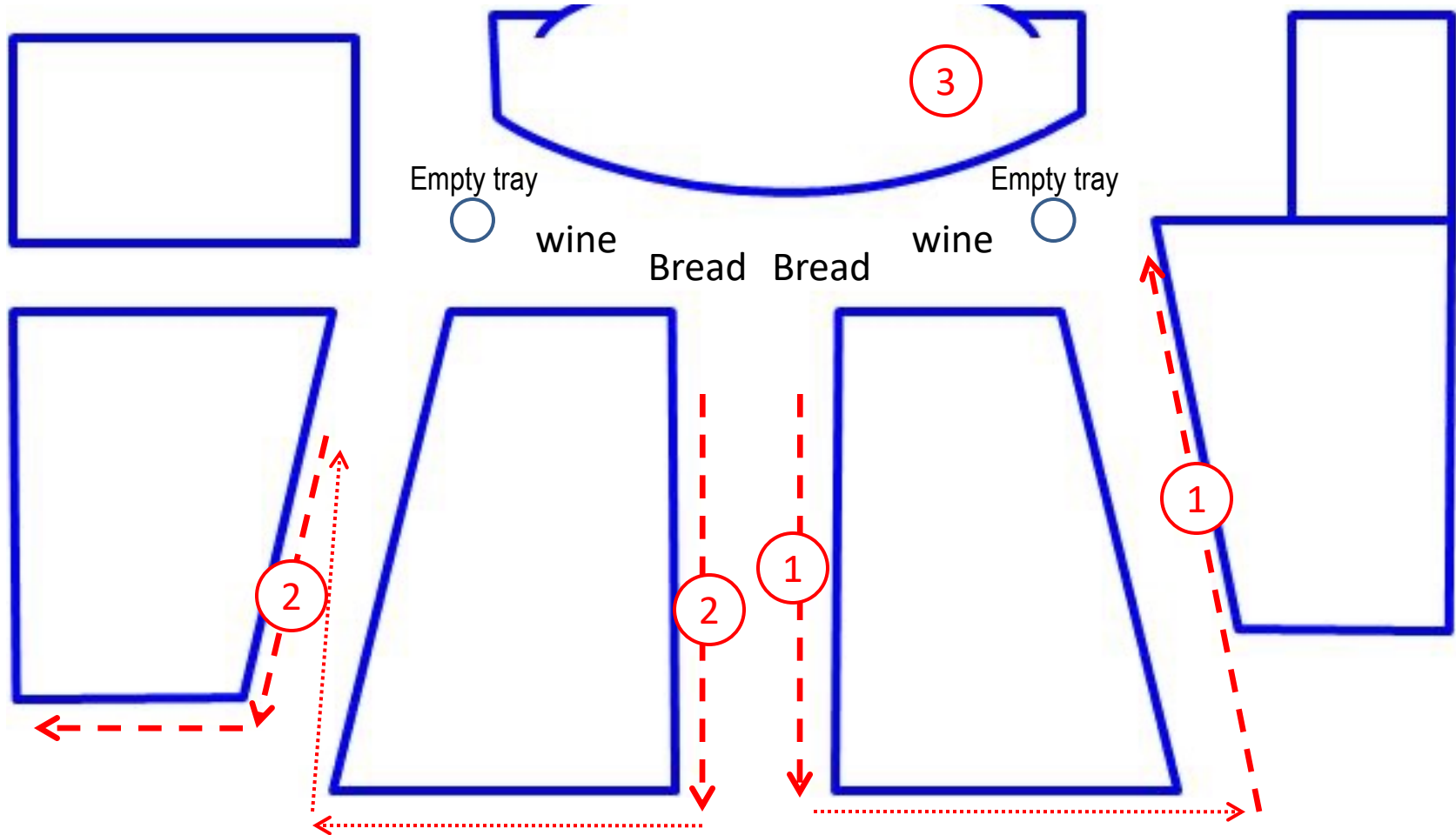
4) **Worship Service Elements**

- ☐ Turn on alter lights as acolyte lights alter candles (if no acolyte also light candles)
- ☐ Take counts: Total persons: _____
(add to book, verify # does not exceed communion tray count)
altar+choir _____, # right _____, # left _____
- ☐ After sharing of Peace: Identify offering volunteer & provide guidance for offering plate to alter at designated time (after offering of music and as offertory singing begins – see bulletin)
- ☐ Communion:
 - ☐ 1 hospitality person on altar to aid with trays & wafers
 - ☐ 2 hospitality persons to release from left & right pews
- ☐ After Pastor exits - altar lights off as acolyte extinguishes candles

After Service (sanctuary empty):

- | | |
|--|---|
| <input type="checkbox"/> 2 persons – take offering from altar into workroom & deposit into safe | <input type="checkbox"/> check sound system is off (w/ livestream person) |
| <input type="checkbox"/> Check pews and remove left behind items | <input type="checkbox"/> Turn off all lights, ceiling fans, and A/C |
| | <input type="checkbox"/> Relock main doors & insure they are latched |

Communion: (3) Hospitality team persons needed



- Hospitality team (2) - Release in order shown - **1 & 2** - - ➔
- Altar helper (1) - **3** pass gluten free wafers as needed & hand full trays from behind altar to wine assistants **AFTER** wine assistant places emptied tray on stand