

Service Date: _____

(Form updated May 24, 2022)

Before Service:

1) Prepare building

- Confirm doors unlocked
- Snow removal & salting at entrances if needed
- Lights on: Narthex, main hallways, Sanctuary (main, rear aisle, side walls, stained glass), organ/choir, fellowship hall, basement hallways
- HVAC: **ceiling fans off, exhaust fan on (new in 2022)**, A/C on if needed
- Paint candle wicks
- Narthex sliding doors open**

2) Pre-Service elements

- Check sound system is on (w/ livestream person)
- 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

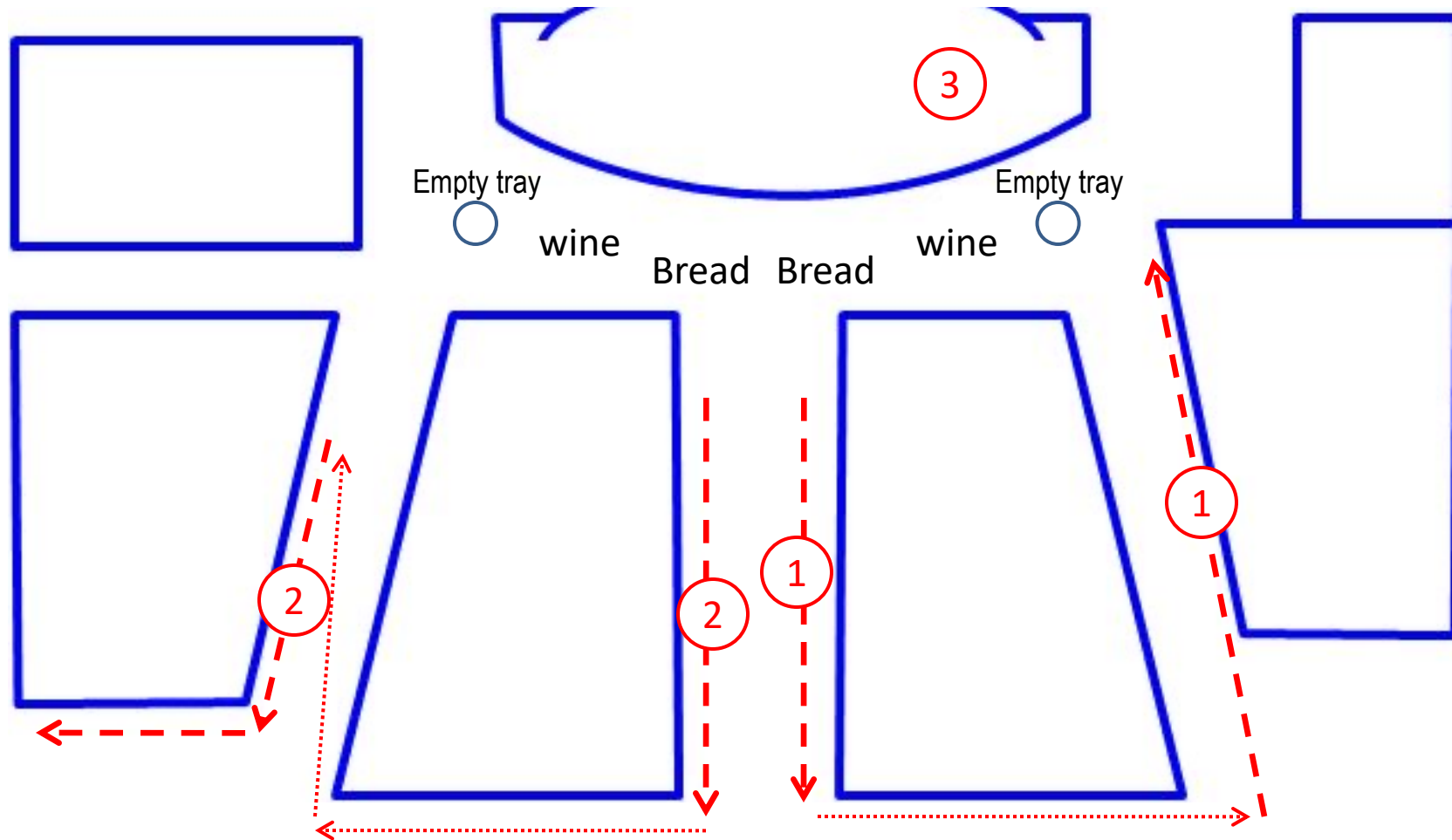
4) Worship Service Elements

- Turn on altar lights as acolyte lights altar 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 altar 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
- Altar lights off as acolyte extinguishes candles

After Service (sanctuary empty):

- 2 persons** – take offering from altar into workroom & deposit into safe
- Check pews and remove left behind items
- Check sound system is off (w/ livestream person)
- Turn off all lights, ceiling fans, exhaust fan (new in 2022) and A/C
- Relock main doors & insure they are latched
- Confirm that Narthex sliding doors left open

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