

Before early Worship Service or Sunday Forum

1. **Unlock all major entrances** at least 30 minutes before worship time. Use the allen wrench (above the Youth Room door & also in the entryway for the east entrance on the fire alarm box) to open all the doors. (This holds the crash bar in the open position.) The switches for the handicapped accessible doors (east entrance) need to be in the "auto" position (top position). Test this by pushing the handicapped button to see if the door open automatically. **Open the Volunteers' Office** (north office). **Open the Youth Room.**
 - a. **Allen wrench:** an L-shaped hexagonal metal bar hanging near the North & East Doors.
 - b. **Major entrances:** Double doors on west, North, & East sides (turn on **automatic opener**); single door near Youth Room and the single door at the South end of Sunday school wing)
 - c. **Adjust Thermostats:** With the new thermostats, all should automatically adjust to occupied status. If the heat or air conditioning have not automatically set, contact Pastor David to address it. Turn heat up in winter to about 68°; turn air-conditioner down in the summer to about 74°. One thermostat is manual; it is located in the **Prayer Room**
2. **Turn on the lights** in the Narthex, hallways and all restrooms. Make sure there are adequate paper supplies. Extras are stored in the Mechanical Room (by Centrum) – *master key will open*.
3. **In the Centrum, all should be turned on.** The front wall sconces should be set to half way on the dimmer.
4. **Turn on the water to the Baptismal Font.** The valves are in the door behind the visual projectionist desk. The flow has been pre-adjusted. Warm water is also needed if there is a Baptism.
5. See that **offering basket** is on the appropriate table on the table in the Narthex. Bulletins are now available for download to personal devices.
6. **The sound system** and projection equipment is handled by one of the pastors or the sound techs. It may have powered up by the time you arrive, the power on and off functions are in the process of being automated.

Following the 8:30 Sunday morning service:

Offering Basket: Place the contents of the basket in the manila envelope (under the basket) in counters' box (located in the Volunteers' Office). Then return the basket to the table just inside the Centrum doors for use at the 11:00 service.

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