

JOB DESCRIPTION - SANCTUARY PREPARATION

JOB/TASK: *Sanctuary Prep*

NUMBER OF PERSONS NEEDED: 1 or 2

TIME COMMITMENT/FREQUENCY: *1-2 hours/once a month*

SUPERVISOR /CONTACT: *Worship Ministry Group Leader*

MINISTRY GROUP RESPONSIBLE: *Worship*

REFERENCES: (people who have done this job and would be willing to answer questions about it): *Bettie McElroy*

Sanctuary preparation involves going through all the pews and removing any trash and out of date tri-folds and checking that the pencils are sharpened, the Welcome Pads are OK, and adding additional tri-folds, name tags, etc. as needed to the pew racks. You also need to rearrange the hymnals and Bibles back to where they should be placed in the pew racks.

This may be done as a team of two people or as an individual and takes between one or two hours, at your convenience, one week a month. You may also sign up to be a substitute on an as needed basis.

Currently, you do not need to also polish collection plates as this is done by one of the Christ Care Groups.

Training is provided.