

Sanctuary Preparation Instructions

All supplies are in the built-in LOWER cabinet just outside the Flower/Communion Room. See next page for map of sanctuary area.

Retrieve large bin with supplies from the Lower Cabinet. Note that there are additional boxes of materials in that cabinet if you need to replenish materials in the bin.

Starting at the front of the sanctuary, move through each pew to do the following:

- Pick up any trash, old bulletins or other materials for disposal
- Check all pencils to make sure they are sharp; replace dull pencils with sharpened ones
- Tidy the items in the rack: Concern cards, visitor tags, offering envelopes, and name tags. Replenish as needed.
- Starting at the center aisle, make sure that all hymnals alternate, starting with the red (Glory to God) hymnal. (See blue box below)
- Most pews have one or two laminated “Children in Church” information sheets. They should be inserted into a Renew hymnal to prevent them slipping to the floor. Best to insert them so that their titles show so families with young children know to read. Please place at least 2 of these information sheets in each pew.
- Make sure Bibles are in each Bible holder
- Assure that each red Attendance booklet (behind the Bible at the Center Aisle) has sufficient pages for the next Sunday and the pencil is sharp
- The order of books is listed below, with “Red” representing the Red “Glory to God” Hymnals, the **B**’s representing Bibles and **Attendance** indicates the red “Hand of Greeting” register

Center Aisle | B-Attendance Red-Renew-Red Renew-Red-Renew B | B Red-Renew-Red Renew-Red-Renew B

- Leave any large-print hymnals on the back pew, pulpit side, with the offering plates and usher materials.
- If anyone has left personal items in the pews, deliver to the church office or leave in Sandy Albrecht’s mailbox with a note, if working after office hours.

After finishing in the sanctuary, sharpen all pencils removed from the pews and return to the supplies bin. There are electric pencil sharpeners in the flower room and in the volunteer room in Heritage Hall (the room with the mailboxes). To access the flower room, use the keys hung on a small nail under the Lectern in the sanctuary. The Flower Room key has a RED sleeve on it. (Be sure to return the keys after use). Dispose of all trash. There is a large trash can in the Flower Room.

If any supplies are running low, please inform the Sanctuary Prep Coordinator or the Worship Ministry Group Chair.

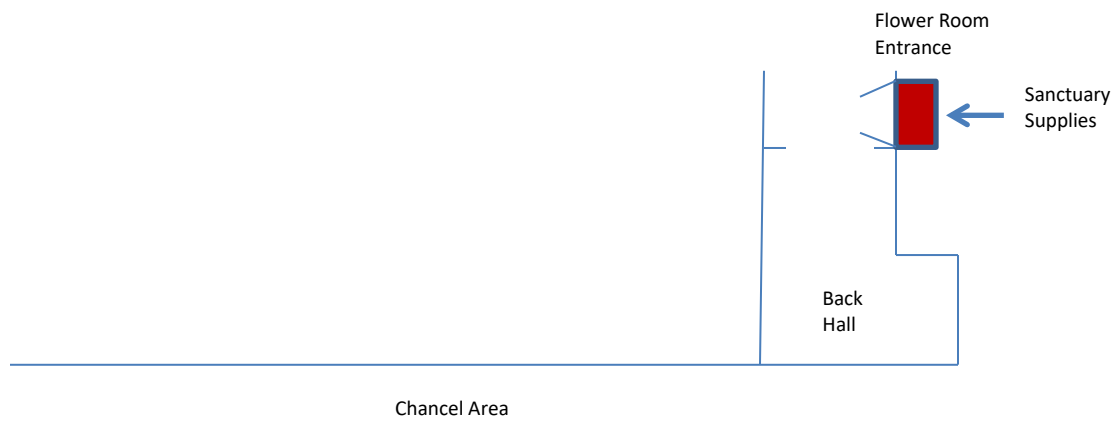
Each volunteer is assigned to one Saturday per month. The church office is open only in the mornings on Saturday; you may request a church key from the office if you prefer to always come on Saturday afternoon. You may also come during the week before your assigned Saturday as well. Please note that Wednesdays from 1:00-1:15 the sanctuary is in use.

If you cannot fulfill your assigned week, please switch with another Sanctuary Prep Volunteer or call one of our substitutes.

Thank you!

Revised, March 2017

Map of a Portion of the Front of the Sanctuary Showing Location of Sanctuary Prep Supplies



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