

UFPC Sunday Service Check List

Updated September 8, 2003

Sunday Service – Building Preparation

- Enter Building (Parish Hall) and turn off Alarm System
- Reserve Parking Space for guest minister with orange cone
- Set up Minister's Study with:
 - Order of Service
 - Food & Beverage
- ❖ Sanctuary
 - Adjust Thermostats (located to south of pulpit, and at entry door from vestibule)
 - Place order of services (on Adele's desk) in front entry
 - Turn on Lights (including floodlights)
 - Turn on Sound System (button on south side of pulpit) and check battery in portable microphone – place portable microphone on podium on top of its pouch so it does not roll off.
 - TEST MICROPHONE AT HIGH PULPIT
 - TEST MICROPHONE AT PODIUM
 - TEST PORTABLE MICROPHONE
 - Drinking Water in place for Guest Minister at podium and high pulpit
 - Hymnal at high pulpit and podium
 - Candles and matches/lighter and candle snifter in place
 - Pair of Silver Candlesticks plus candles
 - Chalice plus candle on stand
 - Chalice lighter on altar table – check wick
 - Book of “back-up” matches in place
 - Flowers in place
 - Remove cover from Grand Piano
 - Check arrangement of chairs & podium.
 - Unlock Front Doors
 - Light Candles at approximately 10:15
- ❖ Parish Hall
 - Chairs and card tables set up
 - Coffee brewing
 - Food table set up
 - Thermostat (near office mailboxes) at proper setting
- ❖ Basement –
 - Check to be sure that all exterior doors (Temple Street and Crypt Hall Exit) are closed and locked
 - Turn on Lights
- ❖ Bathrooms
 - Toilet Paper
 - Soap
 - Hand Towels
 - Cleanliness Check

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Sunday Service – Greet Guest Minister:

- Wear Name Tag !
- Greet & Escort Guest Minister to Office
- Offer Beverage and Tour of UFPC
- Provide Order of Service
- Give check if payment is expected.
- Show (or explain) where toilets are located
- ❖ Show Sanctuary
 - Reading Light Controls
 - Microphone Locations/Switches
 - Water Location
 - Introduce to appropriate people (Norman, Greeter, etc.)

Immediately Prior to Start of Service:

- Close and Lock Parish Hall Door
- 2 persons recruited to collect the offering

Service:

- Give announcements and formally introduce guest minister
- Be sure that Finance Committee has possession of the offering plates
- Assist Guest Minister in greeting congregation

After Service:

- Unlock Parish Hall Entry Door
- ❖ Sanctuary
 - Lock Front Doors (If Visitor Program not operating)
 - Turn off Sound System and put away portable microphone
 - Candles extinguished and put away
 - Cover back on Piano
 - Turn Heat Down
 - Turn off all Lights (If Visitor Program not operating)

After Social Hour:

NOTE: THIS IS ONLY NEEDED AFTER CLOSE OF VISITOR PROGRAM IN NOVEMBER

- ❖ Basement
 - All Exterior Doors & Windows Closed & Locked
 - Kitchen Stove/Oven off
 - Bathrooms: lights off and no running water.
 - Doors to Temple Street and on north end of crypt corridor closed and locked.
 - All Lights Off
- Check that Front Doors are still locked (from inside)
- Turn down thermostats
- Turn off all lights
- Activate Alarm System
- Exit Building/Lock Parish Hall Door
- Check Front Doors from outside