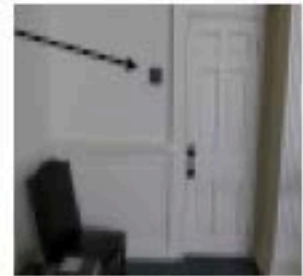


Sexton duties from 9-12 on Sunday mornings

- Wear your name tag. Ask Lisa to make a tag for you.
- Open the back door in Fiske Hall (be sure to adjust the door lock so that it remains open).
- Open Portico doors with Allen wrench which hangs by a chain next to each set of doors. Only the doors on right side are opened with the wrench.
- Turn on Coffee maker in kitchen, toggle switch on back. It takes 15 minutes to get temperature to 200 degrees
- Turn on lights along the way to the sanctuary.
- All fire doors should be closed when the building is occupied per order of Fire Marshal.
- Fire doors are large heavy steel doors with window panes.
- Unlock handicap access door on west side
- Unlock both doors in work room
- Unlock front Sanctuary doors (secure with hooks behind the doors) in the summer.
- Unlock choir loft door in the narthex.
- Turn on table lamp in Memorial Room which is where WA supply closet is
- Turn Sanctuary lights on "full" in the sound system closet.
- Select setting "3" on the chancel
- Turn on the stained glass window lights. Two switches are marked on the wall to the right of the sound system closet by the stairs to the pulpit
- Keep fans on at all times, in summer and winter.
- Turn on the sound system.
- Ted or the Minister will test microphones
- Raise the shades all the way up. If hot and sunny raise half-way. If nice, open all windows in Sanctuary
- Fill 2 glasses with ice and water and place on tables for speakers on the chancel. Empty ice trays in the refrigerator and replace with fresh water.
- Place one basket of Order of Services in front of sanctuary and one on table in back entrance to sanctuary.
- Place Order of Services on the 2 tables on Chancel and check that there are hymnals there too
- Remove piano cover. Place on piano near sound/light closet
- Altar flowers are delivered on Saturday and are normally placed on the chancel table by the florist. If there are no flowers, place silk flower arrangement on Chancel. They are located on top of the coat closet rack in Narthex
- Introduce yourself to the Ushers/Greeters/Worship Associates.



If icy weather: Use ice melt in buckets (in portico, utility closet and in front of sanctuary) for walkways

For Fellowship Hour

- Help set up serving tables and a few card tables with chairs including plastic table coverings.
- Make coffee and heat tea water (instructions in Fiske Hall kitchen behind coffee urns)

At the end of service in Sanctuary:

- Replace piano cover
- Lower all the shades and lock windows
- Remove water glasses, wash, put away and refill ice trays

Fellowship hour:

- Clean coffee pots, turn off toggle switch on coffee pot and empty hot water urn
- Return serving, card tables, and chairs, except when a Community Breakfast is scheduled for the following Monday

Lock all doors in the church

- All fire doors should be closed when the building is occupied per order of Fire Marshal (large steel doors with window panes.
- Lock front Sanctuary doors and check to make sure they are locked
- Close doors in back of Sanctuary
- lock handicap access door on west side to Memorial garden – these doors are sometimes forgotten
- Lock both doors in work room. Turn off all lights that are not in use as you exit. Turn off lights in restrooms.
- Lock portico doors and Fiske Hall door even if there are still people in the building. They can leave through the locked doors but people cannot enter.