

COUNCIL PERSONS OF THE DAY DUTIES

BEFORE THE SERVICE:

- Please be at the church by 10 a.m. Open the church (if it is not already opened) and put the bulletins in the narthex on the stand next to the doors.
- At 10:50 a.m., check in the Pastor's robing room to see if the lay assistant, crucifer, communion assistant, and torchbearers (if applicable) are present and robing (or already robed).
*The server schedule for each Sunday, and who is serving in what capacity is available to you here: Monthly newsletter, the Sunday bulletin, and posted on our website (Main & Parish Life pages).
If they have not arrived by 10:55 a.m., please draft another youth or adult to fill in.
- Be sure the back of the church (Gatch Hall outside doors, Taizé Chapel outside doors, and door to the parsonage yard) is locked before going into the sanctuary.

AFTER THE SERVICE:

- Please check to see that the candles have been extinguished. Pick up any bulletins, trash, etc. that may have been left in the pews and on the chancel.
- Be sure all trash/garbage cans in the kitchen and Gatch Hall have been emptied and the garbage can(s) are put on the street before leaving the church. Replacement liners for the trash/garbage cans are kept in the pantry in the Sunday School room across from the kitchen.
- When everyone has left the building, be sure to check and ensure that all doors listed below are locked, and that all lights are turned **OFF**.
 - Sanctuary exterior doors
 - Sacristy/Sanctuary door
 - Sacristy/Hall door
 - Anson Street double doors at Sacristy
 - Memory Garden Walk door at Sacristy
 - Gatch Hall double doors to Anson Street
 - Janitor's closet door in the Taizé Chapel
 - Taizé exterior double doors (which leads to The Garden of Beatitudes)
 - Old Nursery/Classroom door to parsonage yard
 - Upstairs Fire Escape door in the Sunday School room
 - Inside kitchen door to Memory Garden
 - Exit door to parsonage yard in Scott Classroom
 - Hall door by kitchen to Memory Garden
- Arm the security system to **AWAY** mode before leaving.