

Sanctuary Set-Up: Pre/Post Service Procedures

Pre-Service:

1. **Check-in with Worship Leader for any special instructions prior to set-up.**
2. All items for worship are kept in two locations: the right-side tall cabinet in the front entry way and the black cabinet on the stage. Most everything needed can be found in the black cabinet – entryway cabinet holds **larger items*** as well as extra supplies and those needed for special/seasonal services
3. Regular set up for **Joys and Sorrows (J&S)** is on the cherry wood bench placed on the forward edge of the stage in front of the piano. Place the **wooden tray*** (that holds the ceramic bowl and stones; stored in the tall entryway cabinet) on the center-right side of the bench; fill bowl $\frac{3}{4}$ with water. Place J&S book on the right side of the tray with a pen (write Sunday's date on the next clean page). Leave left side of bench clear.
4. Place **chalice** and tray/cup with prep candle on left side of black cabinet on stage – chalice at edge facing congregation. Make sure there are fresh candles, if needed, for the chalice. Place the bell (bowl and striker) on the top left shelf in the pulpit stand.
5. Make sure chairs are in proper order (check chart kept in the worship closet if needed) and clear of previous service programs. Make sure there is a hymnal in the back of every other chair. Place a hymnal on alternating front row seats. Extra hymnals are in the stand in the back-entryway area.
6. Unlock audio cabinet and turn on the system. There are written instructions in the cabinet if needed. Take needed microphones out of bags; replace batteries if required. Battery replacement schedule + audio instructions are kept inside audio cabinet. Check lavalier and hand-held mics for proper level on control board = white levers to 0 and yellow levers from 10 - 15. Don't push too high as this causes feedback. Test the sound on both mics, **then turn them off** and leave mics in proper places.
7. Place microphone stand on floor at front edge of stage (in line with pianist) with the hand-held mic. Place a music stand alongside if needed for service. (check with Worship Leader)
8. At **10:20 a.m.** light starter candle (tea light in little holder on ceramic tray) for chalice. Pre-light the chalice candle (if a new one) for a few moments so it will light more easily during the service, and extinguish.
9. Check to see if there are any messages inscribed in J&S book. Let the Worship Leader know.
10. Be sure offering baskets are in place on cherry stool against the wall behind piano. One chair (or bench) should be placed on the stage for Worship Leader. Make sure pulpit is placed at front edge of stage, with rear casters on the carpet, set midway between the black cabinet and piano. Place a cup of water, if requested, on shelf inside pulpit for Worship Leader.
11. Close all cabinet doors in entryway prior to service.
12. Be sure to sit on the same side of the sanctuary as the sound system, in case any adjustments are needed during the service.

Post-Service:

1. Extinguish all candles.
2. Turn off microphones and audio system. Return microphones to their bags and place on shelf in audio cabinet. Lock cabinet. Leave the key.
3. Return all worship items to their assigned storage locations. Clear pulpit of water cup and leftover materials from service. Push pulpit to rear wall of stage.
4. All hymnals should be returned to alternating seat back pockets; front row hymnals returned to cart in rear entryway.
5. Worship space should be cleared of all trash and discarded OOS's.
Thank you for your dedicated service!

(August 2017 update)