

Set-Up/Take-Down Team (2 people)

Set-Up

Tables will be stored behind the last pew on the baptismal font side.

Set up large table at the bottom of the church steps (check-in table).

Set up small table the baptismal font side exit.

Place garbage cans:

Make sure all garbage cans have garbage liners

One at Check-in table

Two at the sanitizing stations in the vestibule (**NOT AT FRONT DOORS**)

One at each of the side doors at the tables

One outside restroom (it should already be out)

One outside storage room (it should already be out)

Collection Baskets and bulletins

Place collection baskets and bulletins on the tables at the side exits.

Bulletins will need to be split up into 4 groups: two side exits, vestibule, walk-up holy communion. Give the walk-up holy communion their stack of bulletins. Give the check-in person at the church doors the bulletins for the vestibule.

Check for the number of collections. If there are two collections place the Sunday basket out and the one marked second collection.

Place the tall wicker collection basket(s) behind the last pew in aisle E.

Barricades

Place caution tape with closed signs and each end of the handicap ramp, use stapler to attach sign to tape

Close walkway gate

Pews: At 9:30 remove red tape on the side pews. Dispose of tape.

Windows: Make sure all windows and doors are open.

Take-Down

Remove all tables, place between last pew and storage room. The table at the volunteer check-in will be stored in the choir area.

Place any bulletins that are left in the bins in the vestibule.

Place collection baskets on the floor under the table in the storage room once the ushers have processed the money.

Open the gate and remove all barricades.

Garbage cans will be handled by the cleaning team.

Put red tape up on side pews if the cleaning team has finished. If not let Cathy know and she will handle.