

## CLOSING HOST DUTIES

Thank you for offering your time at the close of worship – you are appreciated!

Here are some tips to guide you:

- In the kitchen
  - Wash the cups/glasses in the dishwasher and put them back on the trolleys
  - Empty the coffee thermoses and rinse
  - Communion dishes are **washed by hand** and stored in the supply cupboard (the last one on the left side of the kitchen)
  - Unplug the coffee maker
  - Turn off the dishwasher (it will sound like it is running while it drains!)
- In the sanctuary
  - Put items from the Greeting table (including tablecloth) back on the hymn book trolley
  - Put the name tag bin back on the hymn book trolley
  - Put the hymn book trolley back in the Audio-Visual (AV) room
  - Fold the name tag card table down and store in the AV room
  - Put the cover back on the piano and move the piano up against the wall (with the bench against the wall first)
  - Store the altar candlesticks in the AV room and the Peace candle under the pulpit
  - Store the Affirm candle in the kitchen supply cupboard (by the communion dishes)
  - Close the Bible and store it under the communion table
  - Fold the quilted banner and plastic cover and store under the communion table
  - Empty the baptism font if there has been baptism
  - Turn the sound system off
  - Unplug the microphone cords and loop them carefully on the hooks in the AV room
  - Move the children's table and chairs over by the communion table

Please note: the communion table, pulpit, chairs and children's table and chairs are put away by the janitor

- In the foyer area
  - Store the Affirming Ministry sandwich board in the AV room
  - Check that the washrooms are reasonably tidy and turn out the lights
    - If there is a problem with the washrooms, notify the security guard (office located in the NUP apartment lobby)
- As you are leaving
  - Turn out the sanctuary lights (located behind the piano)
  - Lock the auditorium and kitchen doors
    - If you don't have a key, please let the security guard know so he/she can lock up