

OPENING HOST DUTIES

Thank you for offering your time to prepare our Worship space!

Following are some tips to guide you:

- Generally, all the doors will be opened by the minister on Sunday morning. However, if you wish, you may pick up a key on Friday from the church office – please call the Office Administrator (873-6291) to arrange pick up.
- Please arrive at the church by 10:15 am.
- These tasks may have been done by the time you arrive, but please check to be sure:
 - Lights are on the cloak room
 - Lights are on in the sanctuary (located behind the piano)
 - Front of the worship space is set up – communion table/baptismal font/pulpit/two chairs (four if it is Communion Sunday)
 - These are located in the storage area (key required) behind the curtains
 - Little table and chairs (red and blue) are put over by the rocking chair off to the side
 - Microphone set up. Equipment is in the Audio-Visual (AV) room
 - Microphone cord labeled “pulpit” is plugged into the pulpit mike
 - One of the other cords is used to hook up the standing mike
 - Turn on the sound system
 - Switches are on the top middle and second from top on right side
- Place the following on the communion table:
 - The quilted banner and the piece of clear plastic
 - The Bible – open and facing out towards the congregation
 - Two altar candles go on either side of the Bible. They can be found on the shelf in the AV room
 - The Affirm candle sits just in front of the altar candle on the “baptism font” side. It is stored in the supply cupboard in the kitchen
 - The Peace candle sits on the other side of the table from the Affirm candle. It is stored on the shelf under the pulpit
 - Check to be sure the wick on the candle lighter is showing about 2cm. It is stored in the AV room
- Place the following on the small Greeting table. The table is usually set up but if you need one, tables are stored in the kitchen. These items should all be on the hymn book trolley:
 - Green tablecloth (from Tanzania)
 - Visitors book
 - Visitor offering envelopes
 - Affirming Ministry certificate
 - Mandate and Observer magazines

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- Move the piano out from the wall closer to the pulpit and store the cover in the AV room.
- Coffee/tea/juice Preparation
 - Everything you will need for the coffee/fellowship time can be found in the supply cupboard (last door on the left in the kitchen). The door should be open for you
 - Move the two refreshment trolleys out into the kitchen
 - One trolley is for coffee and tea and should have these items on it:
 - Cups (extras are in the cupboard above the sink/dishwasher)
 - Two thermoses (one each for regular and decaffeinated coffee)
 - Tea pot and tea cosy
 - Stir sticks
 - Sugar and creamer
 - One trolley is for juice
 - Small glasses (extras are in the cupboard above the sink/dishwasher)
 - Juice
- Making the coffee and tea
 - Switch the coffee maker on – it might need to be plugged in
 - Run a pot of cold water through to ensure the reservoir is full
 - Make one pot of regular and one pot of decaffeinated coffee
 - Fill each thermos with hot tap water to keep it warm
 - Boil the tea water in the kettle so that it is easily warmed up again and tea can be made quickly after worship. **Plug the kettle in over on the island; using the plug by the coffee maker will blow a fuse.** If you do need to turn the breaker back on, the fuse box is located on the wall opposite the stove
- Turn the dishwasher on so it will be heated up and ready for use after worship
- Just after the Pastoral Prayer (about the time of the last hymn)
 - Re-boil the water for tea (three tea bags in the pot)
 - Empty the water out of each thermos and fill with coffee
- Move the trolleys out into the worship space once the service is over
- If you borrowed a key, please return it to the CLAM mail slot in the outer office.