

Teams for Sunday Opening and Closing

OPENING RESPONSIBILITIES (7:00 a.m.)

- **OPEN DOORS** (*extra keys located in mailbox closet*)
 - **Reception door**(use exterior master key...several rotations to unlock)
 - Switches over the inside of the Reception Area door:
 - **LEFT** switch *always UP* (operates/activates the inner press plate and remote for the door)
 - **RIGHT** switch **UP** for Sunday morning (enables the outside handicapped plate)
 - **Narthex doors** (unlock only exterior doors with exterior master key)
 - **Portrait Room doors** (Use hex wrench located in the top drawer of adjacent chest: press in and hold panic bar on the left door while inserting and turning wrench one click)..Gently shoo away any sleeping people outside
 - **Sycamore Place doors** (from inside, open left door and attach outside ring to hook to keep open)
 - **Nursery doors** (use church interior master key)
- **TURN ON LIGHTS**
 - Reception
 - Narthex
 - Tisdale Hall
 - Chapel
 - Nave (optional)
 - Comer Center (Optional)
- **CHECK HEATING/AIR**
- **MAKE COFFEE**
 - Directions are on the wall
 - Make a pot of decaf and regular (*see attached instructions*)
- **PUT OUT WELCOME SIGNS**
 - Four (4) signs are stored inside red doors to Narthex
 1. Sycamore St driveway
 2. Sycamore Pl driveway
 3. Reception doorway
 4. Glennwood School parking lot

CLOSING RESPONSIBILITIES (2:00 p.m.)

- **MAKE SURE THAT ALL PEOPLE ARE OUT OF THE BUILDING**
- **LOCK THE DOORS** (*extra keys located in closet*)
 - **Reception door**
 - Use the church exterior master key, which takes several rotations to lock
 - Switches over the inside of the Reception Area door:
 - **LEFT** switch *always UP* (operates/activates the inner press plate and remote for the door)
 - **RIGHT** switch **DOWN** (disables the outside handicapped plate)
 - **Narthex doors**
 - Use exterior master key
 - **Portrait Room doors**
 - Use hex wrench located in the top drawer of adjacent chest
 - **Sycamore Place doors**
 - Use exterior master key from the inside
 - **Nursery doors**
 - Use interior master key
 - **Comer Center doors downstairs**
- **EMPTY COFFEE POT and put switch on "HOLD"**
- **TURN OFF LIGHTS**
 - **Narthex**
 - **Tisdale Hall**
 - **Chapel**
 - **Nave**
 - **Comer Center**
 - upstairs and downstairs
- **TAKE IN (4) WELCOME SIGNS**
 1. Sycamore Street driveway
 2. Sycamore Place driveway
 3. Reception doorway
 4. Glennwood School parking lot
 - Store flags inside red double doors to Narthex
- **TAKE IN FLAGS** from flag pole in parking lot outside reception door and store in mailbox closet

INSTRUCTIONS FOR MAKING COFFEE

1. Get coffee (Regular and Decaf) out of the upright freezer in kitchen near the pantry door
2. Turn dial on coffee maker from HOLD to BOIL
3. Put a filter into the basket
4. Put the Regular coffee (from the freezer) into the filter in the basket. It is measured into correct amounts for a pot
5. Take the lid off the right side of the coffee maker
6. Put basket (with filter and coffee) in the top of coffee maker. Fold handles of basket down over filter to keep filter in place.
7. Swing the water arm over the middle of the basket on the right side (Regular)
8. Put the lid on right side.
9. Press BREW button. It will take about 4-5 mins. to brew, but you will need to allow the water to drain from the basket before removing the basket (about 10 mins TOTAL)
10. After water has completely drained, pick up the basket and dump the filter and coffee into the garbage can.
11. Repeat the process (#3-11) with the Decaf coffee on the left side.
Be sure to swing the water arm to the left side before pressing BREW.