

## **Opening / Closing Guidelines**

Serving our faith community by opening and/or closing our building is a vital function and helps ensure a smooth Sunday morning worship experience for all.

### **Opening the Building:**

1. Please arrive by at least 8:45am.
2. Immediately after entering the building disarm the alarm system.
3. Using the push bar, set Narthex doors to the open position.
4. Unlock doors to the Sacristy, and Choir Room.
5. Turn on lights in the Narthex, Sacristy, Sanctuary, Fellowship Hall, Library, Kitchen, Hallways, Restrooms, Choir Room and Sunday School Rooms.
6. Set thermostats, as appropriate for weather conditions. There are two controls in the Narthex, two in the Sanctuary, one in the Fellowship Hall, Library, Youth Room, Choir Room and one outside the Nursery.
7. Turn on TV's in Narthex and Fellowship Hall.
  - a. If slideshow does appear on screen, find a staff member for assistance.
8. Turn on sound system - Instructions in Sound Booth Tech Binder.

### **Closing the Building:**

1. Make sure the building is empty.
2. Using the push bar, set Narthex and side doors to the locked position.
3. Double check all exterior doors are locked and secure. Doors may have been unlocked during the course of the morning.

4. Turn off sound system. - Instructions in Sound Booth Tech Binder.
5. Set all thermostats, as appropriate for weather conditions. There are two controls in the Narthex, two in the Sanctuary, one in the Fellowship Hall, Office Complex, Library, Choir Room, Youth Room and one outside the Nursery.
6. Check all rooms for people, lights, appliances, TV's, computers, water, food.
7. Lock Sacristy, Nursery, Choir Room and all rooms within the Office Complex.
8. Turn on alarm and make sure door latches behind you.

**Thank you for your willingness to serve our community of faith by opening and/or closing our building.**