



Sunday Morning Ministries Guide

Caretaker

Purpose: Caretaker is responsible for unlocking or locking the church, preparing the church for Sunday Morning Service and be on standby for any emergencies that may arise.

Early Service Caretaker

Before service

- Unlock church at 7 am.
(If church is cold, call Wayne Warnest at (651) 489-5210)
- Activate Lafond Ave. power-assisted door (More information below)
- Put out Handicap parking signs
(in the room, off the entrance from Lafond)
- Unlock balcony doors
- Open windows/turn on fans (summer)
- Turn on lights.
- Post hymnal numbers on sanctuary board.
(Look in bulletin for hymn numbers)
- Put flowers on altar (They are in the refrigerator in the Lafond Entry)
- Distribute bulletins (bulletins are in the office). Put two in right, front pew for acolytes.
- Check bulletin to see if there is a baptism. If so, see “baptism” below.
- Turn on sound system in sacristy (should be on “**Manual**”).
- Open up the soundboard.
- Make coffee — put out in lobby between services.
(30 cups decaf. Also fill percolator with hot water for tea. Instructions are in kitchen)
- Open door to elevator in lobby, if closed.
- If no acolytes within 5 minutes of service secure someone or light candles yourself.
- Before service, ring bell 6-9 times after organ prelude.

Late Service Caretaker

Before the Service

- Check bulletin to see if any baptism are scheduled. If so, see baptism below.
- Distribute bulletins/orders of service by placing the piles on the wooden table in the narthex.
- Put two bulletins and services in the left, front pew for acolytes.
- If no acolytes within 5 minutes of service, secure someone or light candles yourself.
- Before service, ring bell 6-9 times after organ prelude.

After the Late Service

- Turn off lights (some can be left on near the front for the Eritreans).
- Turn off lights in the lobby and the ramp to the basement.
- Take flowers off the altar and put them into the refrigerator in the Lafond entry, if the owners are not there to pick them up.
- Put extra bulletins in the "past bulletins" rack.
- Lock the front door of the church. Leave the side door open for the Eritreans. However, if the Eritreans have not arrived by the time of your departure, lock the side door also. Do not leave any outside door unlocked with an unattended building.
- Deactivate the Lafond Ave. power-assisted door.
(More information below)
- Turn off sound system. Press Off on master control box in sacristy. Lock both doors of the room behind the lectern (although the band director usually does this as he puts away the instruments). Lock the sacristy door going downstairs.
- Close soundboard. Lock the soundboard. Make sure the lights are not on.
- Lock balcony doors.
- Clean up coffee. Make sure all toilets are flushed.
- Close fire door near kitchen.
- Put away handicap-parking sign. They are to be placed in the door near the Lafond Ave. entrance.