

Open the church

- west gate
- breezeway
- school
- church (east & west)
- narthex
- church lights
- "sandwich board" sign out

Arrival: Enlist Helpers	
Attendance	_____
Offering	_____
Communion	_____

Start of service

- narthex doors
- lock west door
- after 5 minutes, "prayer concerns" to table

Children's Time

- distribute attendance books
- "prayer concerns" to pulpit (floor)

Count:

pastor, acolytes, sound, organist, ushers _____
 kids & teachers _____
 congregation _____
 Total _____

Children's exit

- wait 2 minutes
- lock school wing
- close breezeway
- check office door

Offering (after Peace)

- 1 usher per acolyte

Communion (after Peace)

- go to front after Lord's Prayer
- 15 per side
- face front until next table needs filling
- if only half table
 - combine on non-Pastor side

End

- open doors before Pastor's exit
- tear attendance sheets from books
- tidy children's clipboards
- take attendance sheets to office
- take recycled bulletins to office
- write attendance on calendar
- "sandwich board" sign in
- check all door and gate locks