

OFFICER OF THE MONTH CHECKLIST

BEFORE WORSHIP BEGINS	1	2	3	4
Secure 2 ushers to pass out bulletins, assist with seating, and collect offering				
Check that all exterior doors are locked EXCEPT front entrance into narthex. Lock the: <ul style="list-style-type: none"> • Double doors by back staircase near kitchen • Doors on both sides of Martin Hall 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Check that all sanctuary lights are turned on				
Check that heating / cooling is sufficient in sanctuary				
Check / fill sanctuary candles (communion table, Christ candle, Advent candles)				
DURING WORSHIP				
Make sure ushers are available for offering				
AFTER WORSHIP				
<b style="color: #4F81BD;">TURN OFF LIGHTS Turn off lights in sanctuary and throughout building, being sure to check: <ul style="list-style-type: none"> • Sanctuary • Chancel • Martin Hall • Dixon Room • Classrooms • Hallways • Stairwells • Kitchen 	• <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b style="color: #4F81BD;">LOCK DOORS Confirm that all exterior doors are closed and locked, including: <ul style="list-style-type: none"> • Sanctuary • Martin Hall (2 doors) • Back doors (by bathrooms) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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CHECK THERMOSTATS				
Confirm that heating / cooling have been reset to unoccupied temps				
• Sanctuary Heating (should be scheduled automatically and confirmed in locked thermostat at rear of sanctuary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sanctuary Cooling (thermostat is in the balcony. Do NOT adjust the temperature – just TURN ON the unit to AUTO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Martin Hall (Check thermostats on BOTH sides of stage area. Suggested temps are posted by each unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dixon Room (Confirm that all wall units are turned off)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you need a key to the church, please check the mailboxes for the Officer of the Month key or see Brian. Please be sure and return the key at the end of your month so that the next person can use it.

Sanctuary light switches are all over the place. To get all the sanctuary lights turned off, look

- On the wall behind the piano
- On the wall behind the organ
- On the wall next to the door leading back to the offices
- On the back wall of the chancel, behind where the choir sits (lower left if you're facing the large cross)
- On the wall of the sanctuary next to the double doors where you enter and leave at the front of the church
- In the breaker box behind the double doors going into the sanctuary. The second and third breakers from the top on the left-hand side control some of the sanctuary lights there doesn't seem to be a switch for.