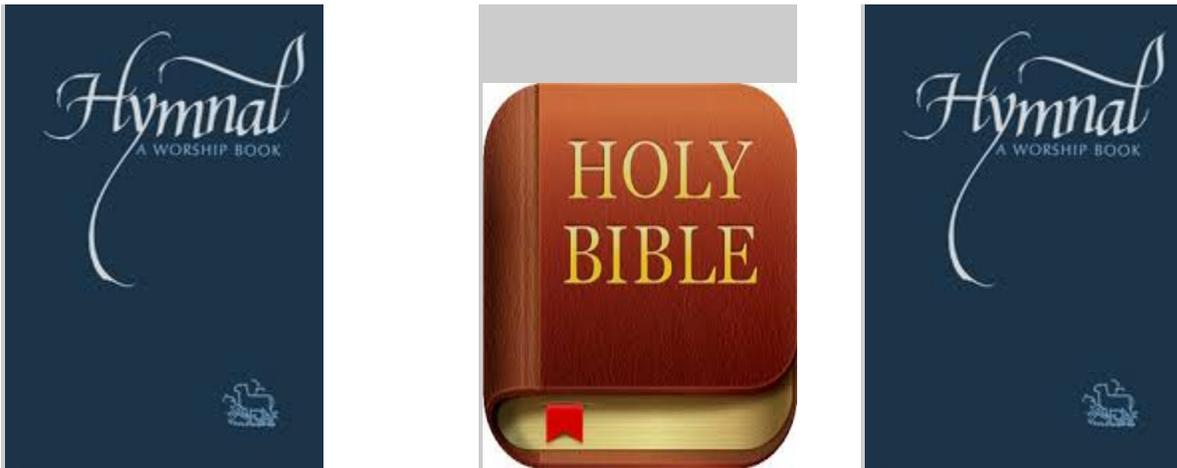


## Organize Sanctuary Responsibilities

- 1) Books** - Straighten hymnals and Bibles in the pew backs. I usually put the "Faith We Sing" book behind the Hymnal. If you don't have three, like below, then put the Bible closest to the middle and the Hymnal furthest out on the rack. Really doesn't matter but just make it uniform throughout. Sometimes they get moved from one pew to another so you may need to look for more and move books around. Any extras books put under the left pew on the front row. **Always make sure there are all three books on the front row, under the pew, where the Pastor(s) sit.**



- 2) Trash** - Gather trash and throw away. Sometimes there are handouts that need to stay several weeks so may need to straighten those. Any written on or bent material should be discarded.
- 3) Pencils** - Make sure pencils are sharpened. Best to use the short pencils. They last longer. Extras are under the Usher podium. There's a "Good Pencils" and "Bad Pencils" box. Put the ones that need to be sharpened in the "Bad Pencil" box.
- 4)** Throw away any "dead" flowers on the altar.
- 5) Altar Candles** – Dripleless altar candles are being used at this time.
- 6) Giving Cards** – Ensure there are 2 in each pew holder. Supply will be under the podium at Usher station.
- 7)** Occasionally clean out the Usher podium at church entry.

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- 8)** Occasionally clean out under the Altar.
- 9)** If any random furniture (ie chairs, tables), return to proper place. Use your best judgment. Sometimes there are items in the Sanctuary that are used for Props, Choir, etc. If in doubt, leave it as is.
- 10)** Fold and arrange crocheted wraps at back of church.
- 11)** Any articles left in the pews should be placed in the “Lost and Found” in the Welcome Center.