

## **First Christian Church**

### Procedure for opening and closing the church

#### **Opening the Church**

- ❖ Unlock the church (front and back doors)
- ❖ Turn on lights : hallways, stair towers, sanctuary (lower, upper, balcony, narthex, under balcony chancel, communion table, pulpit and cross.
- ❖ Do not adjust heat or air conditioning.
- ❖ Check to ensure that the offering plates are under the communion table. (Communion trays are prepared by other volunteers)
- ❖ Uncover the oil candlewicks on the communion table.

#### **Closing**

- ❖ Cover the oil candlewicks on the communion table.
- ❖ Close all interior doors.
- ❖ Check restrooms and kitchen to ensure no water has been left running and lights have been off.
- ❖ Check to ensure that all outside doors are locked. There are six doors: front 2 doors, back, kitchen, fellowship hall, door at bottom of stairwell leading to Maple Avenue.

Please make sure all lights are turned off and all doors are locked. If you need a church key, please see Orvella at the church office.

If you are unable to perform these tasks on the assigned date please contact Patrick Norton as soon as possible by calling 304-815-2760 or email [pnorton@nmfcc.com](mailto:pnorton@nmfcc.com) or [patricknorton75@gmail.com](mailto:patricknorton75@gmail.com) or in person.