

First Presbyterian Church

2020 Sanctuary Care

Responsibilities and Check List:

1. Have the sanctuary prepared for Worship **prior** to the Sundays you have been assigned. If you have a conflict with the date you have been assigned please change with another team on the list. **If you change, please notify Sherri Smith so she can update the Bulletin.** In the event of a funeral, wedding or special service, you may be asked to fulfill your duties prior to this service.
 2. If for any reason you find you are unable to complete Sanctuary Care for your assigned week, and are unable to locate a substitute, please let the Sanctuary Coordinator know by the Saturday before your assigned Sunday.
 3. *Two supply boxes are kept in the Deacons' Closet in the Narthex. Extra supplies are in the same closet.
 4. Place Bibles and Hymnals correctly making sure that each long middle pew has 6 Bibles and 6 Hymnals and each side pew has 2 of each. (See diagram on the supply box lid.) Please remove old bulletin, candy wrappers, etc. from the pew area.
 5. Check Friendship Books for pens and pads.
 6. Stained Glass Window booklets should be available on the aisles for each pew.
 7. Each pew should have sharpened pencils, erasers at the top. (Pencil sharpener may be plugged in to any convenient outlet.)
 8. Each pew should have the following information from back to front: Two Offering Envelopes, Welcome Card, Prayer Request, and Meal Reservation Card.
 9. Please call the Sanctuary Coordinator if more supplies need to be ordered.
 10. When you have completed Sanctuary Care for your assigned week . . .
 - a. ***Please sign the Sanctuary Care completion form on the clipboard on the wall in the Deacons' Closet to indicate completion.***
 - b. ***Please call and remind the next team on the list.***
- Coordinator : Mary-Randall Rhyne 704-860-2331**