

Setting up and putting away

On arriving open shutter in the kitchen and take the door lock off so Roger can get in. Put towel by the sink in the toilet. In winter turn the up heating to 25°, drop to 20° before service. After service drop to 7°

Entrance Table: We use the large brown table to the right of the door (looking at the door) leaving the other side for Bobbie with her books and Carol and Phyl with the Madagascar presentation.

Make sure all EP papers are put somewhere safe so they can be put back after our service.

On the table there should be the hymn books, the green music sheets, service booklets found in the book case by the kitchen, (the service booklets are filed away in order in slotted boxes and it's very important not to muddle them up) and service sheets these are brought by myself, Nigel or Roger. They should be presented in an individual pile so it's easy for the congregation to just pick up what they need for the service.

Altar and small table: The EP Bible, lectern and altar cloth need to be put in a safe place so that they can be put back in the same place after the service.

We have one big altar cloth with lace and a smaller one which I put on top to protect the lace one, these are found hanging on our wooden cupboard in the kitchen, it's important that they are hung and folded correctly after the service so they don't need ironing (we don't have an iron in church!!)

There is a small white cloth with a sort of fringe for the small table, this is found in the drawer of the wooden cupboard in the kitchen.

On the altar put the candle holders and candles standing on white plates (to protect from candle wax on the altar cloth) found in wooden cupboard, the corporal (with folds down so Roger can pick it up easy) found in drawer and the lectern found in metal cupboard in garage.

On the small table put matches and candle snuffer found in drawer, Chalices with purificators (the Chalices are the EP and are found in a brown box on their cupboard) these must always be put back into the box. The pattens, one large and one small, small cloth to cover bread, port and water cruets on glass plates (found in wooden cupboard in kitchen) a service booklet, green music sheet, service sheet and hymn book for the celebrant.

Put up hymn board with hymns marked, this is found in wooden cupboard and chalk is in the drawer.

Set up the sound system found in metal cupboard in garage, it's very important that only someone who has done Roger's training does this, information sheet attached. Check the batteries for the radio microphone using the battery tester. Check it is put away correctly after the service and no small parts are missing.

If time get the coffee going as the urn is a bit temperamental!! Don't forget to add water before switching on.

IMPORTANT

Before leaving the church make sure, everything is put away correctly and the EP's property is back where you found it, the heater has been turned down, all windows are closed, the lights are off, the towel in the toilet, the dirty tea towels and purificators have been taken to be washed, the kitchen is clean and the rubbish bag has been taken and no one has left anything behind. Please check to make sure that there is enough coffee, tea, sugar, bin bags, port and candles for the next service, if not let me know. I always check there is no one in the toilet too, it would be a shame to leave someone locked up!!

Patricia