

SETTING UP AND PUTTING AWAY

It is best to arrive about 9.30 so there is plenty of time to complete everything

After arriving open the shutter in the kitchen and take the door lock off (left side of door) so Roger can get in. Put the towel by the sink in the toilet plus liquid soap from our cupboard, if necessary (sometimes the EP (Eglise Protestante Unie) have left soap; sometimes not). In winter turn the up heating to 25°, drop to 20° before service. After the service drop to 7° and ensure all lights are off and all doors and windows are closed and locked, including garage and garage cupboard.

REMEMBER when locking the church door that the handle needs to be raised right up for the key to be able to turn.

SETTING UP

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 entrance table there should be the hymn books, the green music sheets, service booklets which are found in the slotted box under the bookcase by the kitchen (for purple and gold and green music sheets), in a box on the shelves for the green service booklets. (The service booklets are filed away in colour order in slotted boxes and it's very important not to muddle them up please.) and service sheets which are brought by Patricia, 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 one puts on top to protect the lace one, these are found hanging on the outside of 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 the church!!)**

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

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 small table put matches and candle snuffer found in wooden cupboard drawer, Chalices with purificators (the Chalices are the EP and are found in a brown box on their cupboard) the Chalices must always be put back into the EP box. The pattens (silver plates), one large and one small, hand sanitiser, port and water in 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 the hymn board with hymns marked, which is found in the wooden cupboard and chalk is in the drawer.

A green Safeguarding folder is in the wooden cupboard drawer which contains individual sheets that need to be hung on the wall at the back of the church above the books stall (there are small nails in the wall).

Please give out the 2 collection bags before the service starts – 2 regular members of the congregation, these are in the cupboard.

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, and the PA system information sheet is detailed below. Check the batteries for the radio microphone that Roger uses, using the battery tester. Check it is all put away correctly after the service and no small parts are missing. You can copy and paste the link below into a web browser or go back to the All Saints website under Admin – All Saints Handbook – the same area as for this document.

https://heraultenglishchurch.fr/resources/PA_System_2021_230114.pdf

Optional after all else – (this is the actually the role for the Refreshment nominees)

But if time allows get the coffee going as the urn is a bit temperamental!!
Please add water up to 40/45 cup level and 1 packet of coffee, but **most importantly that the lid is on before switching on.**

IMPORTANT - PUTTING AWAY

Before leaving the church, make sure everything is put away correctly where it was taken from for Setting Up – especially regarding the altar cloths which are to be folded in the same folds and hung correctly on the side of the cupboard.

Take down and put back Safeguarding sheets from back of hall and put back into the green folder in the cupboard drawer.

Check that the EP's property is back where you found it and ensure that the Chalices are washed and return to the EP box.

Check the heating has been turned down to 7 degrees, garage cupboard, garage, windows, doors are closed and locked and the lights are off. Take the towel in the toilet, the purificators, corporal, if stained, and the dirty tea towels for washing and return next service. NB: in accordance with tradition, the purificators and corporal should be ironed in a way that reflects the Trinity: three long stripes and 3 x 3 squares – see the photos on the All Saints website under Admin – All Saints Handbook – the same area as this document for Setting Up and Putting Away.

[Corporal-ironing.jpg](#)

[Purificator-ironing.jpg](#)

Please ensure that coffee urn has been emptied and cleaned and the kitchen is clean and the rubbish bag is taken and that 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 please let Patricia know, by email achstp@gmail.com in time to get more for the next service.

Finally just check there is no one in the toilet when locking the front door, it would be a shame to leave someone locked up!!

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