

## 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 Roy, or whoever is the celebrant, can get in. Put the towel by the sink in the toilet plus liquid soap from our cupboard, if necessary: sometimes the EPU (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 from inside) leaving the other side for Bobbie with her books and Carol and Phyl with the Madagascar presentation.

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

On the entrance table there should be (1) the hymn books, (2) the green music sheets, (3) the service booklets and (4) the notices sheets. Please arrange piles each containing those four items, so it's easy for the congregation to just pick up what they need for the service. The correct colour for the service booklets (green, gold or purple depending on the day) is given on the notices sheet. Purple and gold service booklets and green music sheets are found in the slotted box under the bookcase by the kitchen. Green service

booklets are in a box on the shelves. The boxes have identifying labels and it's very important not to muddle up their contents.

**Altar and small (credence) table:** The EPU's 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!!).

For festivals (when gold service booklets are used) we have more elaborate cloths; one for the altar and one for the credence table. These too hang, in a separate bag, on the side of our 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) which are found in the wooden cupboard, the corporal (with the precise folds so the celebrant can fold it up easily) found in the wooden cupboard drawer, the lectern found in the metal cupboard in garage and the smaller microphone stand with microphone switched on.

There is a small white cloth with a sort of fringe for the small table (when not using festivals linen). This is found in the drawer of the wooden cupboard in the kitchen.

On the small table put matches and candle snuffer found in the wooden cupboard drawer and the chalices with purificators on top. The chalices are the EPU's and are found in a brown box on their cupboard. They must always be put back into the EPU box. Also put on the small table the patens (silver plates), one large and one small, hand sanitiser, port and water in cruets on glass plates (found in the

wooden cupboard in the kitchen), a service booklet, green music sheet, service sheet and hymn book for the celebrant. Top up the divided plastic box to 10 wafers in each compartment (there will most likely be some left from the previous service). Put a priest's wafer (larger one) in the left-hand section with the people's wafers.

Put up the hymn board with hymns marked, which is found in the wooden cupboard. Chalk is in the drawer.

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

Please give out the 2 collection bags before the service starts to two regular members of the congregation. These are in the cupboard.

Set up the sound system found in the metal cupboard in the garage. It's very important that only someone who has done Roger's training does this. The PA system information sheet is on the website. 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-2021-240804.pdf>

**Optional after all else – (this is actually the role for the refreshment nominees).**

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 check 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 the altar cloths, which are to be folded in the same folds and hung correctly on the side of the cupboard.

If there are wafers left in the divided box, before putting the box away move them into the space(s) on the left in order that they will be used first at the next service.

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

Check that the EPU's property is back where you found it and ensure that the chalices are washed and returned to the EPU box.

Check the heating has been turned down to 7 degrees, garage cupboard, garage, windows and 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, wafers (at least 50 of the small ones) and candles for

the next service. If not, please let Patricia know by email [achstp@gmail.com](mailto:achstp@gmail.com) in time to get more for the next service.

Finally, make sure the electric blind in the kitchen is down and 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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