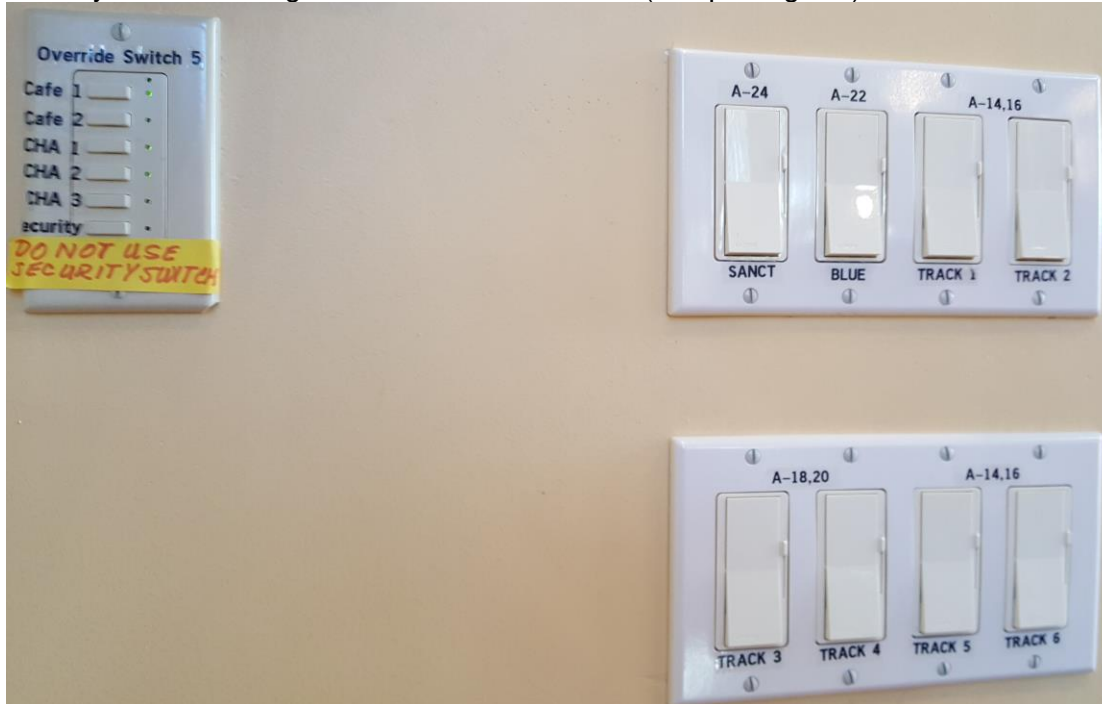


Arrive about 7:00 am

1. Turn on the coffee maker. The switch is on the left side of the unit. It should then give the current temperature of the water. If it says water reservoir is not full, push red button for that side. It takes a while for water to reach 200 degrees, so do other jobs and come back.
2. Turn on interior lights (see lighting video) at the top of alter ramp. Make sure all of the rocker switches are pushed in at the top. On the Override Switch 5 panel, push in the first five switches – all except security switch. The lights will turn off at 7:45 am (computer glitch). Need to manual turn them back on.



3. Turn on hall lights (both N & S ends of building – switches are near indoor bathrooms).
4. Unlock exterior doors (including exterior bathrooms\*), except the nursery, sacristy, youth center, mobile unit). Check bathrooms for any obvious problems.
5. Check that all cubby-hole curtains are closed.
6. Put out front name badge rack and the bulletin board kiosk (caution: tips over very easily).
7. Be sure font has enough water. If it is barely flowing it needs water. Fill bucket in the boiler room and carry out to font. Pour water into rocks at base of rock.

The font is controlled by a timer on the back wall of the boiler room. If the font is not on, find Charles Greenleaf, Floyd Butler or Bart Coddington to turn on the timer override (dial below timer).

8. Check to see if the sound wall is closed, and if it is closed appropriately or needs to be redone (if it isn't mated correctly it gets damaged, also isn't soundproof). "Key" is kept in organ bench. See video and tutorial on Operations Page. Not being used at present.
9. Check the pew layout to match the black tape on the floor. Check that there is good spacing for seating and room in the back rows for Holy Communion.
10. Audio/Visual System
  - a. Light switch is on the wall of the cubby-hole.

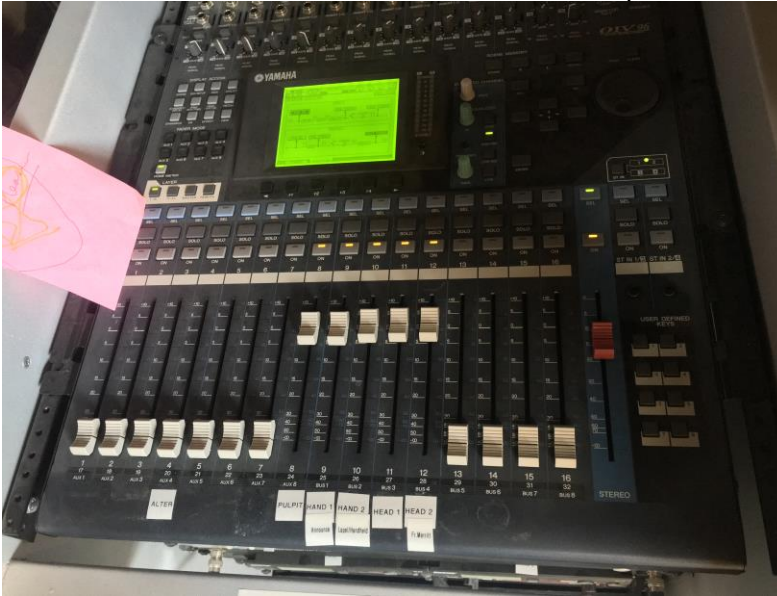
- b. Open system cabinet top (lift lid up and then slide back & down).
- c. Turn on A/V system, the two red power gang switches ONLY. See white circles on pictures.  
**First** turn on the power switch on the console unit:



**Second** turn on the power switch on the wall unit above console).



- d. Headset #1: Open flap and turn on. Check battery level and replace as needed. Check that Mute is turned on. Put headset in sacristy (on small file cabinet to right as you enter), taking care to keep the cord stretched out so it does not kink.
- e. Hand-held mic. Turn on by holding down left switch until green light comes on. Check battery level and replace if not showing full charge. Place on seat used by chalice bearer.
- f. Be sure there are at least two hard-of-hearing headsets that are charged up, set to channel E, and in the basket on the ushers table.
- g. Attach the tired hard-of-hearing headsets to their charger in the cubby-hole, behind the console.
- h. **Console:** Check the volume levels - mics in use (with names at bottom of console) should be set at "0". These are the white slide switches in lower part of console.



Check the channels on the console - the mics we are using should be on ("on" light for those channels should be on, the rest off).

- i. Check for green light on back of each speaker. If not on, turn on with switch in back of speaker.
- j. Check the lectern microphone to be sure it is on (snap fingers in front of it - never blow into it). It is a directional mic, so must be pointed toward speakers mouth.
- k. Check the audio quality switch on the wall by the right column speaker (facing alter) to be sure it is correctly set. It needs to be turned on (push in) each time the A/V unit is turned on. The controller on the left is the active controller. Proper setting (reading from the left) is; 3 red lights, 1 amber light.



If not this setting, adjust (rarely happens). Turn the on/off switch all the way to the left. It takes six clicks turning the knob to the right to get the next light to turn to red (2 clicks no color, 3 clicks amber, 1 click red). Keep turning to the right. This is not a volume controller, but it helps improve the quality of speech.

For the outside speakers the controller is above the ushers table near the front doors of the church. The controller on the left is the active controller. It operates the same as the inside speakers control panel. Use the same settings.

11. Make coffee. Find coffee & filters in cabinet below coffee maker. Put a filter in each tray. For Regular, use 4 scoops (half cup scoops are in each coffee can). Decaf, 3 scoops. Regular goes on left side, Decaf on the right side. Push Brew for each pot. Put out sweeteners, coffee mate, tea bags and spoons.
12. Recording the Sermon. If the preacher is not using the podium, they must have a mike of some sort.

The recorder is top unit in the console. Insert an SD card if it is not already loaded (open door to check). There is a red Record button. Press it once to arm, press it again to record (counter should start moving). Press white Stop button to stop.



[Peter Goodman](#) can get the SD card later and process it. Record the sermon.

13. Basketball area
  - a. Pick up this area after the 8:00 service.
  - b. Empty the two garbage cans into bins. Drag the cans into the enclosure and pull out the recycling as you are emptying the garbage. This step can get very messy; it is up to you how much separating you wish to do.

Steps 14-16 are done by other people before the 10:00 am service.

14. Café – before sung service (only if sound wall is closed).

- a. Turn on TV in Cafe, Input 1, volume 28 so that service can be seen and heard. Use remote with tape on it.
- b. Turn the TV off for forum or mute the sound.

15. Forums - hand held mic.

- a. Find white power strip on shelf under TV – in the center. Turn it on.
- b. Check that power is on for the black box (Pro Box?) to the left of the TV. It is turned on and off by the white power strip, never at the box.
- c. Hand held mic should be next to power strip or in the drawer of the A/V console. Test that it is working by tapping on its head.
- d. If no sound, replace AA battery with new ones from the drawer in A/V console.
- e. Power down speaker and mic at end of forum.

16. Locking up: Bring in name badges & kiosk. Turn off: lights, PA system, coffee pots & TV. Put mic's in drawer in console. Hard of hearing sets need to be plugged in to recharge. Close all windows (including upper vent windows). Check that the sacristy door is locked. Lock all exterior doors and check that are really locked by trying the handle and pulling on the door.

\*Exterior bathroom door on South end of building needs to be “giggled” as the lock is being opened.