

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. Check that the upper windows in the sanctuary are closed – especially during the colder months. The control switches are on either side of the front door. Do both. Push to close. If you hear no sound, then they are closed. If you do hear the motors, then hold the switch until the sound stops.
3. 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 Override Switch 5, 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.



4. Turn on hall lights on the north end of building – switch is near indoor bathroom. The south end light should be on all of the time.
5. Unlock exterior doors (including exterior bathrooms), except the nursery, sacristy, youth center, mobile unit). Check bathrooms for any obvious problems.
6. Check that all cubby-hole curtains are closed.
7. Put out front, name badge rack and the bulletin board kiosk (caution: tips over very easily).
8. 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 big 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, Jon Showalter or Bart Coddington to turn on the timer override (dial below timer).

9. 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. Close all but the final panel. *Until the end of Discernment Class in May, 2019.*

10. 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.

11. 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 behind unit).
- c. Turn on A/V system, the two red power 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. If battery level is not full, replace batteries. Check that Mic is working correctly. Turn top switch to Mute. 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 mics. 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. Mic #1 should be set to channel 511, #2 to 211.

f. 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 lit up. They are visible above the slide-switches.

g. Lectern mic

Receiver unit for lectern mic is stored under the console lid. Plug it into the power outlet above the console. Point the antenna toward the ceiling and extend all the way out. Do NOT change the volume settings.

Take the lectern mic from the console drawer and push the power button on the base. Light should come on as steady red. If not, replace the two AA batteries in the bottom of the base. Place the mic base above the bible on the lectern. Holding the base, bend the mic toward the speaker.

h. Check for green light on back of each speaker. If not on, turn on switch in back of speaker. Very rare.

i. Check the audio quality switch on the wall by the right column speaker (facing altar) to be sure it is correctly set. It needs to be turned on (push in) each time after 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, even though it is labeled as such, but it helps improve the quality of speech (see video).

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.

12. 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. Match pots to color on handle of tray. Push Brew & the square red button for each pot. Put out sweeteners, coffee mate, tea bags & spoons on the table to the left of the coffee maker. Basket(s) of cups go on the piano bench between kitchen door and pass-through.

13. Recording the Sermon. The preacher must have a mike of some sort.

The recorder is the top unit in the console. Insert an SD card if it is not already loaded (open door to check). An extra card is stored in the console drawer below. There is a red Record button. Press it once to arm, press it a second time to record (counter will start moving). It is OK to start recording a little before the sermon starts, the blank space can be cropped. Press white button to stop recording.



Bart Coddington will get the SD card later and process it.

14. Basketball area

- Pick up this area after the 8:00 service. On a rare occasion, may need to sweep up broken glass.
- Empty the garbage can into bins. Drag the can into the enclosure (combo 1928) and pull out the recycling as you are emptying the garbage. This step can get very nasty; it is up to you how much separating you wish to do.

15. Locking up – pretty much the reverse of procedures above:

Bring in name badges & kiosk. Turn off: lights, PA system, coffee pots. Turn off all mic's and put in drawer in console & close lid. Close all windows (including upper vent windows). Lock all exterior doors and check that are really locked by trying the handle and pulling on the door at the same time.