



St. Andrew Presbyterian Church

SHALOM

Sunday Elder - Set Up Responsibilities

Tasks before Worship: Arrive by 9:00 am

Ref No.	Task	
1	Doors -	Unlock Exterior Doors – Foyer, West, Back
2	Lights –	Turn on lights in the Foyer, Narthex, Sanctuary, Hallways
3	Greeting Table –	Stock with worship aids, sign-in clipboard, basket of masks, box of tissues. During Holiday Bazaar’s use of main table in Foyer, a second small table is being kept in the Foyer.
4	Ventilation	<ol style="list-style-type: none"> 1. West Bathroom Fan – Black switch inside the custodian’s closet. Red indicator light in the hallway confirms fan is on. 2. Air Purifiers – Turn on the 6 units in the sanctuary
5	Pulpit	Lectionary and Bible (stored in room 13B)
6	Communion Table	Cloth and Candles (check with Worship & the Arts or Liturgy for correct color) – Stored in Room 13B
7	Piano	Cloth and Candles (check with Worship & the Arts for correct color)– Stored in Room 13B
9	Font	Partially filled with water, pitcher with water (cart, font and pitcher in kitchen; wooden stand against the wall). Font centered on center aisle & seam between 2 & 3 tile.
10	Christ Candle	Place Christ candle and holder on west side of the Font (light candle ASAP, Lighter in kitchen near microwave) Candle & stand stored in Room 13B (move to sanctuary in 2 pieces)
11	Small Table and Candles	Place table with candles on the center aisle in place of an end chair in the front row of chairs. (stored in Julie Kae’s office)
12	Pride Flag	Hang in the front west window of the foyer (stored in office hallway by Julie Kae’s office)
13	Activity Table	Position rectangular table with 4 chairs in the narthex (Table stored against wall in narthex east of the center banners)
14	Sanctuary Chairs	Tidy chairs in rows
15	Hymnal Cart	Position cart to back of Sanctuary (stored in west hallway)
16	Offering Plate	Offering plate on short wooden stand next to communion table. (Offering plate stored in workroom)
17	Hand Sanitizer	Position by Pastor’s chairs (stored on tables by organ door)
18	Light Candles	At 9:55 am, Light candles on the communion table and piano from the Christ Candle (candle lighter in kitchen near microwave)
19	Fellowship	Talk to people and build relationships



St. Andrew Presbyterian Church

SHALOM

Sunday Elder - Take Down Responsibilities

Tasks After Worship:

Ref No.	Task	
1	Fellowship	Talk to people and build relationships
2	Extinguish Candles	Communion table, Piano, Christ Candle Let wax cool before moving. (Candle snuffer stored in cabinet above microwave in the kitchen)
3	Candles & Cloths	Return to Room 13B from Communion table and Piano
4	Pulpit	Return Lectionary and Bible to Room 13B
5	Hymnal Cart	Collect hymnals and return cart to west hallway (Position cart with play dough tray facing the wall)
6	Font	Return Font and water pitcher to kitchen – Drain both (cart under island in the kitchen can be used to move the font) Return wood stand for the Font to the back of the Narthex
7	Christ Candle	Return Christ candle and holder to Room 13B. Carry in two parts to avoid damage.
8	Table + Candles	Return “Small table with candles” to Julie Kae’s office
9	Floor	Weep crumbs from Communion and help Deacon clean up
10	Sanctuary Chairs	Tidy chairs and pick-up Sanctuary
11	Greeting Table –	Return items to office
12	Pride Flag	Return to storage. Hang on the office hallway wall.by Julie Kae’s office)
13	Activity Table	Return rectangular table with 4 chairs in the narthex to a position against south wall to the east of the center banners
14	Hand Sanitizer	Return to tables by organ door
15	Congregants	Stay with until all congregants have left Call Access 206-205-5000 if necessary.
16	Ventilation	1 West Bathroom Fan – Black switch inside the custodians closet. Red indicator light in the hallway confirms fan is on. 2 Air Purifiers – Turn on the 6 units in the sanctuary
17	Lights –	Turn off all lights - Foyer, Narthex, Sanctuary, Hallways, Office
18	Doors -	Lock all Exterior Doors and Windows – Foyer, West, Back
	Give Thanks for God’s goodness	