

#4.5**PROCEDURES FOR OPENING AND CLOSING ON SUNDAY****I. PROCEDURE FOR OPENING**

- A. Prepare office door entrance.
 - 1. Both glass doors need to be unlocked AND the automatic door needs to be turned on.
 - 2. Unlock the glass doors entering the office area. There is a screw driver hanging in the corner at this door.
 - 3. Take the flat head screw driver and reach under the panic bar. Turn the screw while pushing against the panic bar. The door is unlocked when the panic bar stays in place. You should be able to open the door by pushing on the door and not the panic bar.
 - 4. Reach above the door and turn the switch to the automatic door on. Remember, there is a switch on both sides of the black box above the door. Test the switch after turning it on, to be sure that it is turned on correctly.
- B. Choir Loft.
 - 1. Turn on the hall lights around the office area as you head to the stairs to the choir loft. Go upstairs to the choir loft, going up the south side, or "town hall side."
 - 2. Open closet door and turn on all lights.
 - 3. Walk along the first step of the choir loft, walking between the "modesty rail" and where the bell choir table is USUALLY located. Reach the first speaker monitor and turn it on.
 - 4. Flip the switch on the back of this speaker monitor. Be sure it is turned on by looking on the front for a red light.
 - 5. Turn on the power to the monitors. You probably just need to turn on the power on the silver bar with dials. If that is turned on, a green light will come on. If the power is not one, reach on the power strip and turn it on.
 - 6. Continue to along the walkway and turn on the other monitor and television. The power switch is on the top, right. It is marked "Power."
- C. Southside doors - Unlock the two doors along the "bank side" or south side.
- D. Sacristy, Narthex and Balcony.
 - 1. Turn on the Sacristy lights.
 - 2. Turn on the lights to the Men's room. Check cleanliness, paper products, soap, etc.
 - 3. Go upstairs to the balcony and turn on lights in the balcony; they are against the wall where the Trinity Dolphin window is located.
 - 4. Go to the corner of the balcony, against the railing at the "bank side" or south side. There is an outlet at the floor. On that outlet there is a switch. Kick that switch on.
 - 5. Return downstairs. Turn on the remainder of the narthex lights.
 - 6. Unlock the front doors.
 - 7. Turn on the lights in the Ladies Room. Check cleanliness, paper products, soap, etc.
 - 8. Turn on the lights to the Bride's Room.

9. Unlock the two Sanctuary doors on the north side.
10. Turn on the lights and fans to the Sanctuary. Turn everything on. Be sure the 3 dials below the board are set correctly at 10:00, 10:00 and 7:00 (beginning with the dial on the left – there should be a visible mark to indicate the setting on each dial).

II. PROCEDURE FOR CLOSING

- A. Shut down the media center.
- B. Go up to the balcony and turn off the monitors using the switch on the power outlet, near the floor, in the south side's corner ("Bank side" or "Topp's Side").
- C. Lock all doors and turn off all lights.
- D. Go to the choir area and turn off all lights, including in the closets. Be sure to turn off the sound monitor and the newer television monitor.
- E. Turn off all office lights. You do not need to turn off the copier, as it will go into sleep mode automatically.
- F. Lock the glass double doors and shut off the automatic door switches on both sides.
- G. Do an outside inspection to try to open all doors to determine that they are indeed locked.