

## Grace UCC – Set-Up for Worship

# \*\*\*Try to get there around 10:00 am so you don't have to hurry.

- 1 If it's cold outside, first things first - there is a thermostat in the small meeting room: turn the heat up to 68°F as soon as you walk in so that it will be warmer during worship. You may have to turn it down during the service. If it's warm turn on the air conditioners (2 in central space, 1 in Sunday school space) and the fans.
- 2 A loaf of bread (unsliced) needs to be brought to church each Sunday for Communion. Any loaf will do, but one that can be easily broken apart is to be preferred. Be sure the bread is absolutely **nut-free** for those with allergies. It is the team's (or the team leader's) responsibility to supply bread for communion. Any bread from Panera is always a good choice.
- 3 The yellow and black Grace UCC sign is in the storage room behind the door. It goes out at the end of the front walk. Don't block the sidewalk or create a tripping hazard. The banner hangs between porch pillars to the left of the front door (facing the building). It goes on the left to make room for the ramp.
- 4 Chairs should be set up to leave a wide central aisle. The rows begin just behind the 2<sup>nd</sup> window in the room. If there are extra chairs, they can be folded and placed in the storage room or on the chair rack to the left of the stage. Remember that you should put all the chairs back out when you clean up after service as the FWC has requested.
- 5 The small meeting room in the back needs to be set up for Sunday School. The wooden table is moved out into the central space and holds the nametag case and a quilt is spread out on the floor. The craft and Sunday School supplies are wheeled into that room. The wooden chairs, bench, and the office chair are moved into the coatroom and the new heavy duty chairs are moved into the worship space.
- 6 The wooden gate-leg table in front of the stage is our Communion table with the two leaves are opened out. The purple "grape pattern" tablecloth goes on the Communion table and a gold runners runs across the middle. The cloths are stored in the storage room on the right in a box marked "linens." Close the stage curtain unless there is a reason to leave it open.
- 7 A wooden cross, candles, cups and pitcher, and the bread plate go on the Communion table. The gold chalice is for wine. The clay chalice remains empty while the clay pitcher is filled with one chalice measure of grape juice. The chalices, pitcher and bread plate should then be covered with the napkins found in the linen box. The wine and the juice are stored in the storage room on one of the shelves to the right of the window. Check the refrigerator to see if there is any juice left from the previous Sunday.
- 8 Facing the stage, the lectern goes to the left of the Communion table. The collection gear (change bowl, Messiah's pouch, and two baskets) goes under the communion table to the left.
- 9 Hymnals go on every seat. Bulletins and the text are placed on every chair before worship. The text goes on the piano and the lectern also.
- 10 If you have time and the inclination, place candles around the worship space. In addition to those on the Communion table you can put some on the mantel over the fireplace. There are matches near the shelf for the candles. At the request of the FWC we are using the flickering LED candles on the mantelpiece.
- 11 There are metal ramps that are to be moved from the storage area on the right and placed against the wall outside. These are used to help anyone in a wheelchair enter for worship. **It is very important that this be done sometime before 11:00 every week.**
- 12 Place 2 long folding tables across the rear wall for the bulletin board, any brochures, handouts, magazines, the calendar and food for Fellowship Hour. Cover the food table with a plastic tablecloth.
- 13 The big plastic bins filled with plates and other items are in the storage room and should be carried into the kitchen. The coffee makers, pump pot, and hot water pot are in the storage room. Extra napkins, coffee cups, and other supplies are also stored there or in the bottom drawer in the kitchen. Please let your team leader know if any supplies are running low. Coffee and food can be set out in the pass-through and on the table just outside the pass-through at fellowship time.
- 14 Try to make sure there is toilet paper and paper towels available in the restroom. These supplies are found in the storage room to the left of the stage.

**In our contract with the Women's Club, we were asked **NOT** to use any of their dishes or tableware. Let's try to abide with our agreement. If it is necessary to use a knife or cutting board, some foil, plastic wrap, or a dishtowel; please wash these and put them away where you found them. Take any dishtowels we use home, launder them and bring them back the following Sunday.**

## Grace UCC – Food Service for Fellowship after Sunday Worship

- 1 **COFFEE!** Our coffee gear is in the bottom drawer below the kitchen pass-through. The pots and servers are in the storage room. The drip pot is first. Run the water at the sink until it's clear and cold. It may take quite a while to do this if the building has not been unused for a few days. Fill the carafe with 12 measures of COLD water. Empty the carafe into the back of the coffeemaker. Fill the grounds basket with 7 measures (the tiny conical measuring spoon) of coffee. It's best to start this as early because many people like coffee before worship. You probably want to have at least 2 pots ready to brew for fellowship hour after worship,.
- 2 Use the pump pot to keep the coffee warm. Before you fill the pump pot with coffee, fill it with hot water (you have to let the hot water run for while to get it hot at the tap) to insure that the coffee stays warm until after worship.
- 3 If you're only doing the set-up, you can help the person who's doing food by carrying the baskets and other gear into the kitchen
- 4 The service team is responsible for providing milk (usually 2%) and possibly half and half for coffee each week. Milk should be taken home after the service by the person bringing it.. Juice is also provided by the service team and can be labeled and left in the refrigerator after the service.
- 5 Food is really easy – you don't have to cook it yourselves. It can be cookies, savory things, fruit and cheese, or anything else you wish. Think of supplying enough for 30 to 35 people. The more heavily attended Sundays may need more.
- 6 Whoever is making the bank deposit will take some leftover foods to the bank.
- 7 If the bread for communion is frozen, it can be defrosted as follows: microwave for 10 seconds, wait 5 minutes and microwave another 10 seconds, and continue until thawed.

## Grace UCC – Take-Down and Clean-Up After Sunday Worship

- 1 Communion items need to be washed, rinsed well, **dried completely** and returned to the shelf in the closet. The cloths are returned to the “Linens” box, and the round table is pushed back against the stage with the leaves folded.
- 2 Bring the yellow sign and the ramps back into the building and store them in the storage room. Take down and roll the banner and put it (along with the bungee cords) in the storage room.
- 3 Rearrange the chairs in straight rows and make sure that **all** the folding chairs are set out in the central space. Move and stack the new heavy duty chairs in the coat room.
- 4 Return the Sunday School area to the way we found it.
- 5 Candles should be extinguished and returned to the shelves in the closet.
- 6 Return the pulpit (lectern) to our storage area. Open the stage curtain. Close the window blinds.
- 7 Collect the hymnals on the cart and return the cart to the storage room on the left; the name tag case is stored on top of the hymnal cart. Clean up all loose paper under the chairs and around the room. Recycling is in a dumpster in the parking lot..
- 8 The kitchen area will need to be cleaned: coffee makers and pump pot rinsed, drained and returned to the closet, plastic tubs and basket refilled and returned to the closet, any trays washed and stored away and any other items which belong to us should be returned to the closet area where they belong. Wipe down the counters and check to see if the floors need to be swept or mopped. Any items stored in the refrigerator need to be marked with “GRACE” or “UCC” and we should minimize the amount stored.
- 9 Check both bathrooms to be sure they are as clean as they were when we arrived.
- 10 Turn the thermostat back to the indicated temperature or turn off the fans and all three air conditioners
- 11 Take a good look at the floors in the kitchen and in the central room. The push broom is in the kitchen closet if you need it. If the food provided was crumbly, you will have to sweep.
- 12 Carry the trash to the dumpster in the parking lot out back. Empty the bathroom wastebaskets. **No trash is to be left in the FWC.**
- 13 Make a check of the rooms to be sure all Grace UCC items are returned to the closet.
- 15 The outside door of the kitchen is always locked from the outside; give it a good slam to make sure that the lock engages.
- 16 Just before you leave, sweep the room visually to make sure that there is nothing left out and everything is where it should be. Lock the front door