

Lilies Duties:

Thanks to all of you for volunteering through out the year.
This document is meant to clarify our duties when we have volunteered.

BEFORE THE SERVICE:

Please plan on arriving around 9:30, yes choir might still be there but we can work quietly and set up.

The color of the cloth will be e-mailed to you before Sunday; the cloth should be hanging in the gathering space closet, place it on the table.

If Bible is not on lectern please put it on. Check to see that readings have been marked.

Put plexi glass protectors on plus candleholders and candles, the cross should be placed in the middle towards the back. Collection plates can be placed in the middle of the table, flowers on the left side(when you are facing the congregation).

Each Sunday new batteries(they are in a bag under the table) will need to be put in the hand mike and the lapel mike(this should be marked #2 might be under the pulpit this is the mike David uses). Batteries are new each Sunday they are no longer using rechargeable. Install batteries according to the diagram in the hand and lapel mike. The hand mike gets screwed together and then push once on the base red light should go on. To test the hand mike TAP gently on it(DO NOT BLOW ON THE MIKE). The lapel mike is quite simple put the batteries in according to diagram, close it up, put it back under the pulpit for David's use.

Please light candles around 9:50

AFTER THE SERVICE:

Blow out the candles, let them cool, put cross, candlesticks, candles, plexiglass squares away left side of table, offering plates go back under the right side. Please take flowers home.

Replace Bible inside lectern.

Please hang cloth in gathering space closet.

Take batteries out of lapel and hand mike place in basket (it is under the table) marked used batteries. The lapel mike will go back under the pulpit feel free to tap David on the shoulder as he is greeting people after the service so you can take the lapel mike remove batteries, David won't have a problem with you doing so I asked him how to handle it. I realize many of you volunteers are often off to a childs game etc I appreciate you taking the time to complete our duties.

Thanks for volunteering Irla