# Church Opening & Closing

**Opening the** **Church**

* Key in office drawer *(you are shown how to access this key in an orientation)*
* Turn on Spotlight over Sanctuary *(switch in Vestry with orange dot)*
* Turn on overhead fans – if necessary *(switches in Vestry)*
* Open windows – if necessary
* Check candles on Font to see if they need replacing – new ones in Vestry

There are only 12 in place. Put spent matches in rubbish

* Hang ‘**Welcome’** sign on door and the signs inviting people into the church on the bolts on the front fence pillars
* Raise flag (if it looks like raining, or too windy do not raise)

For respect of the flag, please do not let it touch the ground

**Closing the Church**

* Extinguish candles in Font, place spent matches in bin
* Turn music off at PowerPoint on sound desk, and cover sound system
* Turn off all lights and fans (*switches in Vestry and Entry)*
* Lock Vestry doors
* Check books etc. are tidy
* Close windows
* Lower flag - For respect of the flag, please do not let it touch the ground
* Bring in all signs
* Lock Church
* Return key to office drawer.