

Sanctuary Ancillary Activity Summary – 2023

Worship Service / Sanctuary

- Fill altar candle liquid wax every 2nd or 3rd week (purchased paraffin oil summer 2023)
- Open altar Bible to today's scripture reading
- Post-it note flags for the day's songs in hymnal(s) for pastor
- Engage kids to join acolyte duties or special needs, coach acolytes, buy lighters
- Swap communion table cloths, launder and iron
- Coordinate with Sherer's re drape color changes
- Swap offering envelopes for special seasons, check bi-weekly to replenish pew guest cards, laminated electronic giving cards, pencils (ushers and Peggy also assist with this)
- Set out communion cup collection baskets, store in foyer closet at end of service
- Swap seasonal altar floral arrangements, refresh with new as needed
- Setup chancel for special events (All Saints candles, Be The Church banner unveiling, Hanging of the Greens props, interactive baptism/water for youth [we were snowed out], other themes & pastoral requests for sermon series)
- Procure specific themed requests from pastor: thanks sign, straw for manger scene, cedar branches
- Add seasonal flair to chancel & communion table (it's not required that ordinary time green be ordinary)
- Ensure singers have music stands, chairs, stools; ensure page-turner Joanne has a chair near piano
- Pick up NCH and SPP hymnals to keep the sanctuary tidy for extra space (Christmas Eve, memorials, weddings, concerts), and put them back out again as needed [purchased 10 NCH copies on eBay in 2022 because we did not own enough for each pew]
- Hang seasonal banners (Pentecost, Palm Sunday, Easter, Christmas); we have several other banners but they are in need of repair)
- Repaired stained green communion tablecloth
- Took down navy sheers in windows behind pulpit (I made these to dim the window light behind Pastor Olive when we had only one local zoom camera)

Christmas / Advent

- Meet with Pastor to plan chancel layout for Advent and Christmas Eve (Pastor Olive used more Christmas seasonal props than Pastor Russ)
- Set up Advent candles, ensure there's adequate paraffin and wicks
- Stage poinsettias with purple cloths, personal plant stands, evergreen garland for Advent; swap to white cloth and add twinkle lights (my own) for Christmas Eve
- Care for poinsettias mid-week (water, tidy dead leaves)
- Restage poinsettias as needed for weekly space needs (kids' pageants, choir)
- Place acolyte candlelighter in chancel, meet with the weekly Advent readers / candlelighters to ensure they are 'rehearsed'
- Hang Advent banner in stairwell 'windows', adding a new one each week
- Assist with Christmas Eve sanctuary light dimming, other Pastoral needs
- Sorted Christmas Eve candles to ensure we had enough usable (and tested an internet hack to limit wax drippings...fail)
- Add votive candles in windows and throughout the space for Christmas Eve

Easter

- Set up 6 foot table with white tablecloth for staging flowered cross, add hymnals under cloth for better cross visibility
- Set up area with live and artificial flowers, scissors, for flower preparation
- Stage lilies or spring flowers with pastel cloths, personal plant stands
- Hang Easter banner in window left of altar
- Palm Sunday: set up vases with palms for distribution to attendees, use hallway artificial palms in chancel, hang Hosanna banner in window left of altar

Special Services and Events

- Place American flags along walkways and in memorial garden on Memorial Day and July 4th, add my home 3x5' American flag to terrace
- Assisted with Chappelle Kingsland concert staging, reserved pew signs, directing guests, dusted & polished piano, Chappelle accommodations (side table, water)
- Assist with setup, tablecloths and takedown of mission tables and easels; memorial services tables, easels, floral stands, reserved pew signs
- Setup and support for Rocky Mountain Conference meeting: sanctuary speaker table setup/takedown, welcome table setup, directed guests, prepped & cleaned up coffee/food/tables, ensured building locked up at end
- Offer support to seasonal parties, art fair, Julie's piano recitals, weddings, memorials

Building Ancillary Care

- Update kitchen door and side door wreaths seasonally
- Purchased and place/replace sticky fly collector window sheets
- Beat back and clean up dead Miller moths
- Cleaned out / organized usher closet and youth room
- Sweep walks and porch, roll up outside rugs pre-snowstorm
- Took old paint cans in storeroom (some dated 2004) to DougCo collection site
- Override thermostat for non-Sunday sanctuary use, ensure doors locked and lights off at end of services and non-Sunday use

and PTA - Put Things Away

Thank You to my wife Shellie who is always assisting with these tasks and to Peggy Campbell for her ongoing endless-energy support!

~ Rosanne French