

CHURCH OPENING/CLOSING SCHEDULE

January to December 2018

Please find your own replacement and please let the office know if any changes are made.

A copy of this schedule can also be found on our website. www.faithcommunitycrc.com/schedules.cfm

JANUARY

7th Rudy Templin (AM/PM)
14th Mark Van Kampen
21st Alan Bandstra
28th Ken Dyer

FEBRUARY

4th Bill De Witte (AM/PM)
11th John Everett
18th Dan Grimm
25th Rudy Templin

MARCH

4th Dennis Kuiken (AM/PM)
11th Mark Van Kampen
18th Alan Bandstra
25th Ken Dyer
30th Bill De Witte
(Good Friday)

APRIL

1st John Everett (Easter)
8th Dan Grimm
15th Dennis Kuiken
22nd Rudy Templin
29th Mark Van Kampen

MAY

6th Alan Bandstra (AM/PM)
13th Ken Dyer
20th Bill De Witte
27th John Everett

JUNE

3rd Dan Grimm (AM/PM)
10th Dennis Kuiken
17th Rudy Templin
24th Mark Van Kampen

JULY

1st Ken Dyer (AM/PM)
8th Alan Bandstra
15th Bill De Witte
22nd John Everett
29th Dan Grimm

AUGUST

5th Mark Van Kampen (AM/PM)
12th Dennis Kuiken
19th Rudy Templin
26th Alan Bandstra

SEPTEMBER

2nd John Everett (AM/PM)
9th Ken Dyer
16th Bill De Witte
23rd Dan Grimm
30th Dennis Kuiken

OCTOBER

7th Rudy Templin (AM/PM)
14th Mark Van Kampen
21st Alan Bandstra
28th Ken Dyer

NOVEMBER

4th Bill De Witte (AM/PM)
11th John Everett
18th Dan Grimm
22nd Dennis Kuiken
(Thanksgiving)
25th Rudy Templin

DECEMBER

2nd Mark Van Kampen
9th Alan Bandstra
16th Ken Dyer
23rd Bill De Witte
25th John Everett (Christmas)
30th Dan Grimm

Contact numbers

Alan Bandstra 201-825-2389
Ken Dyer 973-427-7549
Bill De Witte 201-891-8906
John Everett 973-423-0267
Dan Grimm 973-904-9313

Dennis Kuiken 201-689-9489

Rudy Templin 201-337-7492

Mark Van Kampen 201-652-9288

(see reverse side for Opening/Closing Responsibilities)

Church Opening/Closing Responsibilities

1. Church opening
@ 9:15 a.m. (10 a.m. service)
@ 5:15 p.m. (6:00 p.m. evening service - check bulletin for schedule)

Before the service

2. Unlock all main floor doors (wrench keys hanging by doors).
3. Turn lights on in Sanctuary and downstairs.
4. Turn lights on in foyer (table lamps).
5. Put out bulletins - regular print, large print, children's - (on top of narthex coat rack) AM & PM.
6. Set up Communion table (pitcher, cup & plate - in cabinet under copy machine in office annex), ***even when there is no communion.***
7. Place warm water in baptism bowl when necessary. (check bulletin).

After the service

8. Straighten up sanctuary, books in rack. Pick up any remaining bulletins and bring to office.
9. Empty baptismal fount if used.
10. Check that stained glass windows in balcony are closed and black out drape is opened.
11. Turn off all lights downstairs (Fellowship Hall, kitchen, classrooms, nursery, hallway, etc.) The restroom lights are now on a sensor control and will automatically turn off.
12. Turn off nursery air-conditioning (thermostat on south wall).
13. Put communion table set up away.
14. Shut off all main floor lights and lock all doors. Be sure wrench keys are hung by doors.

After AM service or before PM service

1. Rope off the last 5 pews across the church. Cords are in the narthex closet.

If you are aware of any responsibilities that should be added to this list, please call the office at 201-891-9450.

***Revised December 2017**