

## CHURCH OPENING/CLOSING SCHEDULE

January to December 2019

*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](http://www.faithcommunitycrc.com/schedules.cfm)

### JANUARY

6 Dennis Kuiken (AM/PM)  
13 Rudy Templin  
20 Mark Van Kampen  
27 Alan Bandstra

### FEBRUARY

3 Bill De Witte (AM/PM)  
10 John Everett  
17 Rob Flim  
24 Dan Grimm

### MARCH

3 Rudy Templin (AM/PM)  
10 Dennis Kuiken  
17 Mark Van Kampen  
24 Alan Bandstra  
31 Bill De Witte

### APRIL

7 Ken Dyer (AM/PM)  
14 John Everett  
19 Rob Flim  
Good Friday  
21 Dennis Kuiken  
Easter  
28 Dan Grimm

### MAY

5 Mark Van Kampen (AM/PM)  
12 Rudy Templin  
19 Alan Bandstra  
26 Ken Dyer

### JUNE

2 John Everett (AM/PM)  
9 Rob Flim  
16 Dan Grimm  
23 Dennis Kuiken  
30 Rudy Templin

### JULY

7 Alan Bandstra (AM/PM)  
14 Mark Van Kampen  
21 Ken Dyer  
28 John Everett

### AUGUST

4 Rob Flim (AM/PM)  
11 Dan Grimm  
18 Dennis Kuiken  
25 Rudy Templin

### SEPTEMBER

1 Dan Grimm (AM/PM)  
8 Mark Van Kampen  
15 Alan Bandstra  
22 Ken Dyer  
29 John Everett

### OCTOBER

6 Dennis Kuiken (AM/PM)  
13 Rob Flim  
20 Dan Grimm  
27 Rudy Templin

### NOVEMBER

3 Ken Dyer (AM/PM)  
10 Mark Van Kampen  
17 Alan Bandstra  
24 John Everett  
28 Rob Flim  
Thanksgiving

### DECEMBER

1 Dan Grimm  
8 Dennis Kuiken  
15 Rudy Templin  
22 Mark Van Kampen  
25 Ken Dyer  
Christmas  
29 Alan Bandstra

### **Contact numbers**

Alan Bandstra 201-825-2389  
Ken Dyer 973-427-7549  
Bill De Witte 201-891-8906  
John Everett 973-423-0267  
Rob Flim 973-423-3546

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)  
@ 5:30p.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**