



## Worship Associates Checklist

Date of Service: mm \_\_\_\_\_ dd \_\_\_\_\_ yy \_\_\_\_\_

Preparers' Name(s): \_\_\_\_\_

### Before Service (complete by approximately 10:10am):

#### Stage Set Up

- \_\_\_ Pulpit, with tapestry hung from hooks on pulpit, stage left (congregation's right)
- \_\_\_ Offering baskets on inverted basket placed next to pulpit.
- \_\_\_ Chairs: check with speaker for number (include chairs for Kindlers if needed – check Order of Worship).
- \_\_\_ Orders of Worship and Songbooks (both gray & teal as needed – check Order of Worship) on chairs.
- \_\_\_ Chalice stand with cloths, chalice, & battery-powered candle, stage right
- \_\_\_ Remembrance & Reflections Table (long side toward congregation): tablecloth if desired (drape evenly), candelabra, book, pen, & all battery-powered tealight candles lined up on table (unlit), stage right.
- \_\_\_ River of Grass banner and plants (do not block stairs), stage right.

#### Sanctuary Area Set Up

- \_\_\_ Songbook cart: outside sanctuary in hospitality area between the two aisles.
- \_\_\_ Songbooks: on back two rows – every other chair (or alternate gray & teal books if both are needed).
- \_\_\_ Kindler robes: in hospitality area near interior doors for Kindlers.
- \_\_\_ Turn on spotlights to stage: spotlights on stage right (congregation's left) should be dialed down one-half.
- \_\_\_ Close all doors on worship side (including backstage), and blinds as best you can given their condition.

#### By 10:15am:

- \_\_\_ Close stage curtains, turn off lights behind stage curtain and ceiling lights on worship side.
- \_\_\_ Check with speaker for water, coffee, etc. needs.

#### By 10:25am:

- \_\_\_ See that Kindlers are in place (see Order of Worship for Kindlers); if no Kindlers, check with speaker to see if you will need to collect and take up the offering during service.
- \_\_\_ Check for new announcements on Literature Table and provide to speaker.
- \_\_\_ Make sure speaker is ready, then turn off ceiling lights on hospitality side and ring chimes (with authority!).

#### During Service:

- \_\_\_ Take up the offering if needed (see above).

#### After Service:

- \_\_\_ Move offering off the front stage and count immediately after the service **Cash amount** \_\_\_\_\_  
 Minimum of two adults count the money  
Complete the form in binder, enter totals at right → **Number of checks** \_\_\_\_\_  
 Put cash & checks along with the form in an envelope (stored with supplies); seal the envelope; sign and date it; and give envelope to Paula Rabinowitz (the congregation's Vice-president) or Kathy Jens-Rochow (Board Trustee), or in their absence, to another Board Officer or Trustee (green name tag) to deliver to our Congregational Administrator.
- \_\_\_ Collect any songbooks in chairs and shelve in songbook cart, and collect and recycle orders of service.
- \_\_\_ Store the pulpit, the white lectern, and the artificial plants behind the curtain at stage right.
- \_\_\_ Note needed supplies to tell Worship Chair, put this completed checklist in binder and store in bin.

Store all other River of Grass property (don't forget Kindler robes!) in the designated storage closet off the music room: Bin and candelabra go on shelves; larger items should be stored only after A-V equipment and other committees' bins are stored. Leave room for the coffee cart!