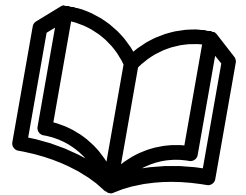


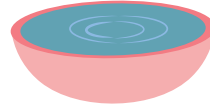
# SET-UP



- **Arrive at 9:00 am** (1 hr before worship)
- **Bring flowers** if you can (it's okay if you can't or forget, there are flowers around the building you can grab and put on the table).
  - Flowers go on Joys and Sorrows table.
  - There are **vases** in the kitchen.
- **Before 9:15 am**, get the following items from the chancel closet and set them in their places:
  - \*You can grab a cart from the kitchen to pull everything out of the chancel closet in one go\*
  - **Chalice and lighter**—put on little table in front of podium.
  - **Bell, stick, doily, and clear stand**—put them on the empty spot to the left of the podium.
  - **Joys and Sorrows bowl of rocks and empty clear bowl**—goes on table at the bottom of the chancel steps, front and center.
    - **Fill clear bowl with water halfway**—water can be found in the kitchen.
- The following set-up items can be done after 9:15 am, but **no later than 9:40 am**
  - **Joys and Sorrows tall red-brown stand**—put next to the round tall boy inside the entrance of the Sanctuary.
  - **Small, green plastic bin** in the chancel closet
    - **Joys and Sorrows book and pen**—goes on the Joys and Sorrows stand
      - Open to next empty spot, **write at the top "Joys and Sorrows" and the date.**
    - **Offering Basket**—goes on the round cocktail table
    - **Offering Sign**—goes on the round cocktail table
    - **OOS QR Codes**—these need to be set out in many different places:
      - Hanging **on the wall** next to the **entrance to Sanctuary C** (1)
      - The **round cocktail table inside** the Sanctuary (1)
      - There is an extra one just in case.
    - **Order of Service**—goes on the round cocktail table (may already be there)
      - It is possible these are not in the basket. if they are not, ask the Sunday Admin where they are. Sometimes they have not been printed yet.
- If the **name tag drawers** are not taken out, take them out and set them on the Greeter table in the lobby.
  - They are stored back of the Sanctuary by the hymnals in the little square drawers.



# TAKE-DOWN



After worship service is over, you can begin take-down (no specific order):

*\*There is a worship service after us beginning at 12:30, we like to try to be cleared out by 12 so they can get prepared.\**



- **Joys and Sorrows bowls**
  - **Pour out the water** from the clear bowl—either in the kitchen or outside.
    - Put rocks back into the bowl of rocks.
  - Put both bowls away in the chancel closet where you found them.
- **Chalice and lighter**—put away in chancel closet where you found them.
- **Bell, stick, doily, and clear stand**—put away in chancel closet where you found them.
- **Flowers**
  - If you brought flowers, feel free to bring them home or give them to someone who would like them.
  - **Please do not leave us a new vase.** If you want to leave the flowers for UUCC staff that is lovely, but leave them in a vase that was already in OBIC. We have way too many vases collected over the years.
  - If you found the flowers in OBIC, put them back where you found them.
- The following items go back into the small, green basket:
  - **Offering Basket**
  - **Offering Sign**
  - **Joys and Sorrows book and pen**
  - **Order of Service QR Codes**—take them down from their spots:
    - Hanging on the wall next to the entrance to Sanctuary C (1)
    - The cocktail table inside the Sanctuary (1)
    - There is an extra one just in case.
- **Extra printed Orders of Service**—recycle
- **Joys and Sorrows stand**—goes back into the chancel closet

