

SEXTON DUTIES FOR SUNDAY MORNINGS

Between 8 and 8:30 am

SANCTUARY ATMOSPHERE for the hot months- May-September usually

(These are general instructions...you may need to adjust as needed)

Sometime between 8 and 8:30, turn HVAC on in Sanctuary. There are two thermostats: 1 in back by bell tower and 1 in the ramp entryway. Adjust as needed for comfort depending on the weather forecast, but best to set the "ramp" thermostat on 72 to make sure the TVs don't get too hot. Generally, it warms up in the sanctuary quickly so even if there is a slight chill at 8 do not turn the heat on unless the seniors are shivering. If you want to turn some heat on to take the chill off, just turn on the bell tower thermostat to 66 degrees. It will do enough for the whole sanctuary.

SANCTUARY ATMOSPHERE for the cold months- October-April usually

The HVAC systems can be left on. No need to adjust.

DOORS:

Year-round: Please have the doors unlocked for the Sanctuary building (upstairs and downstairs) and the Office.

August-May: Unlock the Ed building and Wheaties Box, as well.

After everyone has left for the day

SANCTUARY ATMOSPHERE: May-September, please turn both systems (bell-tower and ramp entrances) off.

DOORS:

Please check all doors to make sure they are shut and locked

Sanctuary upstairs: 2 sets of doors. Wooden door needs to be pulled hard shut to latch fully.

Sanctuary downstairs: 4 doors and 2 glass sliders

Office: 1 door

Wheaties Box: 2 doors

Ed Building: 1 door and 1 slider (in the main room)

WINDOWS:

Sometimes people open windows in the sanctuary. Please make sure they are all shut. Also check the bathroom windows in the sanctuary building to make sure they are shut.

LIGHTS: all off.