

## Las Vegas Family Church: Preparation for Sunday Service Each Week

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Dear brothers and sisters, the church need your help.  
Please see the list below and let me know which area you can help with on Sunday.

### ◆ What to do on Saturday

#### 1. In Sanctuary

- 1-1 Vacuum the sanctuary (stage & floor)
- 1-2 Set up chairs
- 1-3 Clean the Sanctuary restrooms
- 1-4 Prepare sound booth for translation and check if radios work
- 1-5 Check coffee/tea supplies in Sanctuary Cabinet
- 1-6 Bring serving tables and wheelchair ramp to sanctuary patio

#### 2. In CHG Kitchen

- 2-1 Prepare coffee urn & water containers
- 2-2 Prepare food service supplies
- 2-3 Make Lemonade & cool in refrigerator
- 2-4 Make space in refrigerators for potluck items (ready for Sunday AM)



### ◆ What to do on Sunday

#### 3. On Patio Before Service starts (8- 9am)

- 3-1 Using blue cart, bring from CHG kitchen: 5 pks of hot-cold cups, Coffee maker, Half & half & Prepared Lemonade & Water to make coffee
- 3-2 Bring out from sanctuary cabinet: Ground coffee, Tea bags, sugar packets & stirrers
- 3-3 Bring from Kitchen Dinner & Dessert plates, plastic spoons and forks, napkins, Serving spoons, tongs, spatulas, knives, etc.
- 3-4 Set-up food service area
- 3-5 On Birthday Sundays, bring lighter. candles and knife to Sanctuary from CHG Kitchen
- 3-6 Sweep leaves on outside patio & clean off seating area
- 3-7 Set up serving tables, wheelchair ramp, trash cans and water machine
- 3-8 Set up hot/cold water machine on patio
- 3-9 Prepare coffee\*, put out lemonade, milk, sugar, cups, stirrers & tea bags





▲ coffee supplies inside cabinet (in Sanctuary)

#### 4. Inside Sanctuary Before Service starts (8- 9am)

- 4-1 Post the Sunday bulletin on the bulletin board
- 4-2 Fold all Bulletins (with donation envelopes)
- 4-3 Take care of Mrs. Benson and prepare the restroom for her



#### 5. In Sanctuary During Sunday Service

- 5-1 Two greeters stand at the door:
  - 5-1a Give Sunday bulletins to each family as they enter
  - 5-1b Count the attendees & record them by age group;

0-18:25
19-39:50
40-59:45
60+:20
total:150
Guest:7

- 5-2 Control room lighting (turn off for weekly updates, etc)
- 5-3 Set water for Speaker **during opening prayer**
- 5-4 Collect offering:
  - 5-4a 4 people bring baskets to each area & start them around
  - 5-4b One representative collects all baskets, combines offerings in one basket and brings it to front **for offering prayer**
- 5-5 Birthday Cake once a month:
  - 5-5a Set up the table with candle and lighter for the birthday cake **after all announcements are over**, just before introducing new comers.
  - 5-5b Remove cake to patio to be cut & served

#### 6. After Service

- 6-1 Turn on mister (in summer)
- 6-2 Help with food service as needed
- 6-3 Check trash bins & empty them as needed during lunch
- 6-4 After everyone finishes eating, clean up the coffee & food service tables
- 6-5 Return supplies to CHG Kitchen & Sanctuary cabinet
- 6-6 Wash containers and utensils from food preparation & put them away
- 6-7 Empty small trash cans on patio into large trash can beside sanctuary
- 6-8 Clean up the patio
- 6-9 Clean up CHG Kitchen
- 6-10 Clean up Sanctuary
- 6-11 Put away tables & chairs, wheelchair ramp & turn off mister (in summer)