

HISTORIC SAINT JOHN'S CHURCH

Opening Procedure

1. Unlock the Church door (Do not open the bathroom door until the alarm is turned off in the Church*).
2. Turn off the alarm by entering the four-digit code.*
3. Turn on the lights.
4. Adjust the temperature if needed (Never put the fan continuous run).
5. Uncover the Bible and Prayer Book in the case to the left of the front door.
6. Open the pew doors.
7. Turn off dehumidifiers prior to program.
8. Open bathroom doors.
9. Turn on bathroom lights.

Closing Procedure

1. Pick up trash in bathroom.
2. Turn off bathroom lights and lock door.
3. Turn on dehumidifiers.
4. Close pew doors.
5. Cover Bible and Prayer Book with cloth.
6. Adjust temperature (Set at 50° winter and 85° summer)
7. Make sure all doors are closed (Turn on the alarm by entering the four-digit code - 30-second delay on alarm*).
8. Turn off the lights and exit.
9. Check to be sure doors are locked.

*For Executive Board members only