

**FIRST – ST. ANDREW’S UNITED CHURCH**  
**Monthly Co-ordinator - CHECK LIST DURING COVID-19**

*updated Dec. 31, 2021*

**9:30 a.m. Monthly co-ordinator arrives to go through the check list:**

- Single ENTRANCE only, through the Atrium doors. All other doors remain locked.
- Narthex doors will open at the end of the Service for EXIT only.
- Each volunteer wears a name tag (if yours is missing, select a blank one from the Atrium table and fill in your name) .
- Security - bring your cell phone. Confirm the staff on call (George Jolink or Ron Bradley) and review the Security instructions in Section 5.
- Have hearing aids & large type Hymn Books ready on the Atrium table.
- Church attendance. Now that Members and Visitors check- in for attendance each Sunday, the Monthly co-ordinator should add the numbers in each category and leave a summary at the top of page one, before returning the lists to the Office.
- Orders of Service - confirm that they are ready for the congregation to pick up from a basket at the Sanctuary entrance; we do not hand them out, but, greet!
- Candle Lighting in Sanctuary – find 2 candle igniters on the Chancel table. Kathryn Skelly will check that they are working and placed beside the candles to be lighted.
- Place two Orders of Service and one collection plate on balcony table - upstairs at the end of the choir balcony (whichever entrance is open).

**9:50 a.m. All personnel in place**

**Doors**

- Close Atrium door into the Sanctuary after the first hymn, and open at the end of the last hymn; Monthly co-ordinator or one greeter will wait in the Atrium 10-15 minutes after the doors close to assist latecomers.
- Narthex doors are closed during the Service; opened at the end of the last hymn.

**Attendance**

- Leave the check-in forms at the Church Office, showing the totals for Members and Guests on the top of page one, before returning them to the Church Office at 10:30 a.m..

**Atrium & Narthex**

- During the singing of the last hymn, open the doors from the church to the Atrium and to the Narthex

**Narthex Doors (open only at the end of the Service) + Atrium/Sanctuary door**

- One greeter at each potential exit; each with a collection plate and to answer questions. (monthly co-ordinator takes one exit.)
- Take Collection baskets to the office after Members have exited.
- Ask those wishing to visit, to move away from the doors, or to distance appropriately.

Narthex Chair: Catherine Charlton. 519-438-5763. catherinecharlton017@gmail.com