

All Saints Responsibility List  
July - December 2016

Job	July 5th	July 12th	July 19th	July 26th
Early Usher	Knepley	Long	Cline	Wenger
Upstairs Usher	Herr	Caslow	Siegenthaler	Shover
Visitor Usher	Thompson	Dennis	Duane Miller	Petticoffer
Coffee	GS-GK-PK	GS-GK-PK	GS-GK-PK	GS-GK-PK
Clean up basement	Stoltzfus	Graves	Albrecht	Spinetti
Clean up Sanctuary	Blank	West	Sack	Kanoff

Job	Arrival Time	Responsibilities
Early Usher	9:45	<ol style="list-style-type: none"> <li>1. Turn on Fellowship Hall lights.</li> <li>2. Wait at back to and usher people quietly to the downstairs.</li> <li>3. Hand out bulletins.</li> <li>4. Make sure kids are quiet and not in front of church, ramp, or cemetery.</li> <li>5. Stay at back door until 10:25 am.</li> </ol>
Coffee (see note at end of list)	9:45	<ol style="list-style-type: none"> <li>1. Make sure that hot coffee is available at 10:00 am.</li> <li>2. Make sure that cups, napkins, coffee, creamer, sugar are set out.</li> <li>3. Make sure that a wastebasket with a bag has been set out.</li> </ol>
Upstairs Usher	10:10	<ol style="list-style-type: none"> <li>1. Put two collection plates in first pew on either side.</li> <li>2. Remove flag.</li> <li>3. Greet People coming upstairs at 10:20 am.</li> <li>4. Stay in narthex until Confession of Sin.</li> </ol>
Visitor Usher	10:10	<ol style="list-style-type: none"> <li>1. Help Upstairs Usher with his responsibilities.</li> <li>2. Greet visitors—get name, and story if possible.</li> <li>3. Help visitor understand how to:               <ol style="list-style-type: none"> <li>a. Read our bulletin</li> <li>b. Find the right hymnal</li> <li>c. Find childcare help—or know what to do if you child gets noisy.</li> <li>d. That all baptized people, including children are welcome at communion and unbaptized children are welcome at the rail for prayer/blessing.</li> </ol> </li> <li>4. Stay in narthex until Confession of Sin.</li> </ol>
Sanctuary Sexton	After Service	<ol style="list-style-type: none"> <li>1. Move communion table (lift don't drag).</li> <li>2. Vacuum all needed areas.</li> <li>3. Make sure that hymnals are at the end of the pew.</li> <li>4. Put the flag back—eagle facing out.</li> <li>5. Turn lights and ceiling fan off, shut windows.</li> <li>6. Check sanctuary for cleanliness</li> <li>7. Throw out leftover bulletins.</li> <li>8. Check and straighten-up bathroom.</li> </ol>

<b>Basement Sexton</b>	After Service	<ol style="list-style-type: none"> <li>1. Help the Sanctuary Sexton move the communion table.</li> <li>2. Pick up any basement trash.</li> <li>3. Clean coffee urn and return to kitchen. (Clean up any spills.)</li> <li>4. Discard trash in cans underneath the ramp or take trash home and throw away.</li> <li>5. Make sure that all doors are locked.</li> <li>6. Check and straighten-up bathrooms (fellowship hall).</li> </ol>
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<b>Congregation</b>	<b>Before You Leave the Church</b>	<b>If you are, or you think you are the last person in the church, please make sure that all doors are closed and locked, and that all lights and ceiling fans are off.</b>
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Job	August 2nd	August 9th	August 16th	August 23rd	August 30th
Early Usher	Herr	Dave Miller	McNabb	Mosimann	Long
Upstairs Usher	Kaus	Knepley	Petticoffer	Thompson	Thompson
Visitor Usher	Stoltzfus	Kong	Fischer	West	Dennis
Coffee	GS-GK-PK	GS-GK-PK	GS-GK-PK	GS-GK-PK	GS-GK-PK
Clean up basement	Hauser	Caslow	Craig Miller	Duane Miller	Spinetti
Clean up Sanctuary	Blank	Kanoff	Stewart	Cline	Raymond

Job	September 6th	September 13th	September 20th	September 27th
Early Usher	Knepley	Shover	Spinetti	Long
Upstairs Usher	Thompson	Siegenthaler	Mosimann	Herr
Visitor Usher	Stewart	Fischer	Cline	Duane Miller
Coffee	GS-GK-PK	GS-GK-PK	GS-GK-PK	GS-GK-PK
Clean up basement	Graves	Albrecht	Kanoff	Hauser
Clean up Sanctuary	Blank	Sack	Wenger	Dave Miller

Job	October 4th	October 11th	October 18th	October 25th
Early Usher	Knepley	Cline	Long	Shover
Upstairs Usher	Kaus	Wenger	Knepley	Siegenthaler
Visitor Usher	Fischer	Kong	McNabb	Petticoffer
Coffee	GS-GK-PK	GS-GK-PK	GS-GK-PK	GS-GK-PK
Clean up basement	Spinetti	West	Hauser	Graves

Clean up Sanctuary	Dave Miller	Sack	Raymond	Craig Miller
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Job	November 1st	November 8th	November 15th	November 22nd	November 29th
Early Usher	Brown	Long	Shover	Mosimann	Herr
Upstairs Usher	Cline	Kaus	Petticoffer	Knepley	Brown
Visitor Usher	Dennis	Fischer	Duane Miller	Thompson	Stoltzfus
Coffee	GS-GK-PK	GS-GK-PK	GS-GK-PK	GS-GK-PK	GS-GK-PK
Clean up basement	West	Caslow	Craig Miller	Albrecht	Spinetti
Clean up Sanctuary	Stewart	McNabb	Blank	Sack	Kanoff

Job	December 6th	December 13th	December 20th	December 27th
Early Usher	Shover	Kaus	Wenger	Knepley
Upstairs Usher	Mosimann	Thompson	Herr	Cline
Visitor Usher	Kong	McNabb	Petticoffer	McNabb
Coffee	GS-GK-PK	GS-GK-PK	GS-GK-PK	GS-GK-PK
Clean up basement	West	Craig Miller	Graves	Hauser
Clean up Sanctuary	Dave Miller	Blank	Stoltzfus	Raymond

**Note: Coffee will be provided by either Gregg Strawbridge (GS), George Kong (GK), or Paul Knepley (PK).**