

St. Joseph's Church Lock-Up Procedures and Schedule – 2018-19

Kitty Pollock, church secretary, will call you on Friday to remind you about lock-up for the following week.

TO GET IN:

1. The code to unlock the automatic door and pass key: **Call parish office to obtain.**

SANCTUARY:

2. In the Sanctuary, the only light on is above the Crucifix. Switches for Sanctuary lights are outside of far doors by the Library – Cross light is on Row #3 and has orange tape to make it easy to see. All other switches should be off in the 'down' position.
3. Leave the lights on by the votive candle stand.
4. Make sure the light is off in the little sacristy by the organ. Also check to make sure the PA system is turned off.
5. The security light behind the organ and by the exit door should have one bulb on for security when the switch is off.
6. Make sure the doors behind St. Joseph's statue that exit to the outside are locked. They don't always latch.

GATHERING SPACE/OTHER

7. In the Gathering Space, leave only the recessed lights on. **These are switch #1.** The bank of switches near the parish office door is marked for you.
8. Make sure all exterior doors are locked – even if they're not used. The outside canopy lights will be left on at night. (FYI only)
9. Also lock the 2nd set of **glass** entrance doors on North side (the one near the back stairway/elevator) with the "Allen key."
10. Make sure the fireplace in the Gathering Space is turned off (switch located on left side/wall).
11. Please check the kitchen stove for pilot lights ON and ovens are OFF. Check coffee pots.
12. Turn off the lights in the bathrooms, kitchen, Social Hall, and stairwell to lower level.
13. Make sure the door going downstairs to lower level (across from Pastor's office door) is locked.
14. Make sure the double doors by the Bride's Room are locked.
15. Make sure the single door in the northeast corner of the Social Hall is locked.
16. Make sure the doors out to the Mary Garden are locked.
17. Please lock the Main Sacristy door.

Time to Lock Up: (Parish Bulletin offers schedule for facility each week)

MONDAY through FRIDAY: Lock-up by 6 pm (Unless evening event on parish schedule)

SATURDAY NIGHT: Lock-up after Mass or by 7pm.

SUNDAY: Lock-up after Mass or by 2 pm.

***Staff will be locking the office and the west exterior doors Mon-Fri when last person has left – Sacristy door will be locked when office is closed.**

***Kitty will call you if there is an event that would require the church to be open longer or if there is someone here who will lock up for you that evening.**

NOTE: You don't have to check the downstairs or the school proper (just the upper level.)
IMPORTANT: If there is a conflict with your schedule, you can switch weeks with someone else. Please let Kitty know. If you need a sub, call one of the following people:

Dave Andrews

218- 259-5204

Mike Pollock

612-869-2372