



2951 Trail Dairy Circle  
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TO: Jeannie & Nate Conover  
Nan Friedman  
Dutch & Ginny Hess  
Jackie & Dana Morton  
Barb & Tom Patton  
Judy & Jim Stephenson

**SUBJECT: Sunday Church Opening and Closing Schedule**

Attached is the opening and closing schedule for the second quarter of 2010.

Assuming the choir schedule remains the same, alternating from second to first service monthly until we drop back to one service, I tried to adjust for the choir members who are also key holders. As in the past, if this schedule does not mesh with yours, please take it upon yourself to switch with another listee.

The Conover's will be out of town on May 16<sup>th</sup> and 23<sup>rd</sup>, so I have scheduled one of you to open on these Sundays. Nate and Jeannie will take care of all the others; Thanks Nate and Jeannie.

Thanks for your usual cooperation.

A handwritten signature in red ink, appearing to read "Russ", is positioned above the printed name.

Russ Hilbish  
Board of Trustees

Attachment

Cc: Pastor Tom, Front Office

## CHURCH SUNDAY OPENING / CLOSING SCHEDULE

### SECOND QUARTER 2010

<b>OPEN (7:30 AM)</b>	<b>TWO SERVICES: CLOSE (12:30 PM)</b>
4/4 Conover	Friedman
4/11 "	Hess
4/18 "	Patton
4/25 "	Stephenson
<b>OPEN (8:30 AM)</b>	<b>ONE SERVICE: CLOSE (11:00 PM)</b>
5/2 Conover	Morton
5/9 "	Friedman
5/16 Morton	Hess
5/23 Friedman	Stephenson
5/30 Conover	Patton
6/6 Conover	Morton
6/13 "	Friedman
6/20 "	Patton
6/27 "	Stephenson

#### **OPENING (Approximately 1 hour before service)**

- Open front doors, Sanctuary side doors, kitchen door.
- Turn on Sanctuary lights and fans, also Narthex, office and restroom lights.
- Adjust all thermostats to posted levels.
- Take key #14 from key box and unlock automatic front door.

#### **CLOSING**

- Simply reverse the above.
- Ensure all doors are locked by pushing on the frame.