



LCC HOST CHECKLIST

1. Unlock church doors (front, side and inside door to parish center)
2. Winter: turn on heat. Summer, turn on fans (behind processional cross) and open windows. All seasons, turn on lights (circuit panel) and sound system.
3. Put “guest mic” (in drawer) on counter and check batteries
4. Put tabernacle key (in cupboard above sink) at tabernacle
5. Put collection record log, bag and attendance log (in drawer) on same counter
6. Turn on parish center hall lights and bathrooms lights
7. Greet presider and team, and introduce yourself by name. Make sure no one needs anything. Have an idea where Communion vessels are.
8. During homily, count the attendees and mark the attendance log
9. Depending on the presenting parish, you may need to organize (not count) the collection, place it in a sealed bag and place in safe (have a witness if possible until it is in the safe)
10. Before leaving, turn off bathroom lights, hallway lights, lock all doors, turn off church lights and sound system