

PEW MAINTENANCE



Sanctuary

1. **Blue (or red) Bibles** should be second book in from all aisles.
2. **Pencils:**
 - a) one white pencil in right hole of each book rack (two white pencils total)
 - b) one white pencil in right hole of each card rack (two white pencils total)
 - c) one white pencil tucked into left inside flap of sign-in registry book.
3. **Guest & Member Worship Card:** fill the registry book as full as possible with cards and place on pew cushion closest to center aisle.
4. **Offering Envelopes:** 6 – 8 cards in each designated spot.
5. **Notes/Prayer cards:** 6 – 8 cards in each designated rack.



(Bible is second book in from all aisles)



(Envelope placement: the word "offering" being displayed)



Choir Loft

1. **Blue (or red) Bibles** should be between red hymnals in all racks. **Four white pencils total** to the right in each choir row.
2. **Offering envelopes and notes/prayers cards:** should be placed together between the red hymnal books.

Balcony



1. **Blue (or red) Bibles** should be placed on left side in each pew rack.
2. **Pencils:** one white pencil on the right side of each rack. In addition, there should be an additional white pencil into the left side flap of the registry book.
3. **Guest & Member Worship Card:** fill the registry book as full as possible with cards and place on pew closest to stairwell.
4. **Offering Envelopes & Notes/Prayer cards:** 6 – 8 cards of each type placed to the right of the books in each of the book racks in each pew.

Chapel



1. **Blue (or red) Bibles** should be between the red hymnal books.
2. **Pencils:** one white pencil on the right side of each rack totaling **three pencils** per pew. In addition, there should be a **fourth white pencil** in the sign-in registry book.
3. **Guest & Member Worship Card:** fill the registry book as full as possible with cards and place on pew cushion closest to the center aisle.
4. **Offering Envelopes & Notes/Prayer cards:** 6 - 8 cards of each type placed to the right of the books in each of the book racks in each pew.