

# CFC - Sunday Morning Open/Close SOP

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## ARRIVAL, CHECK-IN & HUDDLE

- **ARRIVE** at CFC by 7:30am
  - **RETRIEVE CHURCH KEY** from the lock box on the pillar outside the red office door (Contact Ed Kennedy for lock box code if needed)
  - **UNLOCK** serve team/office door using the lock box key
  - **UNARM ALARM**
    - Use SimpliSafe keypad inside serve team/office room
    - Enter code
  - **DISARM ALARM** using SimpliSafe keypad inside Serve Team Room (to the left)
  - **COMPLETE OPEN** building procedures
  - **CHECK-IN** and print name tag using the Serve Team Check-in iPad at the Connect Center
  - **ATTEND HUDDLE** with all Serve Teams in sanctuary at 9:00am
  - Lobby Team huddle following main huddle
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## OPEN BUILDING (PRE-SERVICE)

- **WALK** through each room in the building to **TURN ON** LIGHTS, equipment, air conditioning or heating, and **OPEN** necessary doors
- **DISPOSE** of visible trash and dead bugs
- **RESET** anything out of place or disorganized as needed

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## EAST & SOUTH ROOMS

### Serve Team Room

- **TURN ON** LIGHTS
- **TURN ON** TV (Verify sanctuary feed is visible)
- **VERIFY** AC/HEATER are set (Preset to 70° and scheduled to individually come on every 15 minutes starting at 5:00am)

### Offices

- **TURN ON** LIGHTS
- **CLOSE** DOORS

### CFC Café

- **TURN ON** LIGHTS
- **TURN ON** TV & Projector (Verify sanctuary feed is visible)
- **OPEN** DOUBLE DOORS to Lobby & SINGLE DOOR to Offices

### Lobby

- **TURN ON**
  - All LIGHTS in Lobby
  - EXTERIOR LIGHTS
  - FIREPLACE VALVE (Not during summer)
  - ALL TVs (Remotes attached to back of TVs)
- **SET** LOBBY SPEAKER volume
  - Use wall knob inside Connect Center
  - Black dots indicate correct setting
- **VERIFY** AC/HEATER are active and set to 70°
- **UNLOCK** MAIN GLASS DOORS
  - Use Allen wrench located in Connect Center East drawer
- **OPEN** DOUBLE DOORS to Sanctuary (Both entrances)
- **OPEN** KID'S HALL DOORS
  - Use key fob located in Connect Center drawer

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## EAST & SOUTH ROOMS (CONTINUED)

### Sanctuary

- **TURN ON** LIGHTS
  - Main room lights
    - Triple switch located on sound booth back wall
  - Sidewall sconces & Sound booth lights
    - Double fader switch located on sound booth back wall

### Green Room

- **TURN ON** LIGHTS
- **TURN ON** TV (Verify sanctuary feed is visible)

### Kitchen

- **TURN ON** LIGHTS

### Cry Room (Mother's Feeding Room)

- **TURN ON** LIGHTS
- **TURN ON** TV (Verify sanctuary feed is visible)

### Lobby Restrooms

- **TURN ON** LIGHTS

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## WEST & CENTRAL ROOMS

### Kids Hall

- **TURN ON** LIGHTS (Switch on east side of hallway)
- **VERIFY** AC/HEATER are active and set to 70°

### Room 4 (K–2nd Grade)

- **TURN ON** LIGHTS
- **TURN ON** PROJECTOR (Panasonic Remote)
- **TURN ON** STAGE LIGHTS
  - Use lightboard in sound booth, press “Blackout” if lights are off and Blackout LED is blinking
  - Select preset 1-8 on top of the lightboard
- **OPEN** DOUBLE DOORS

### Room 1 (Nursery)

- **TURN ON** LIGHTS
- **TURN ON** TV
  - Use Roku Remote
  - Select HDMI for sanctuary feed

### Room 2 (Toddlers)

- **TURN ON** LIGHTS
- **TURN ON** TV
  - Use Roku Remote
  - Select HDMI for sanctuary feed

### Kids Hall Bathrooms

- **TURN ON** LIGHTS (Switch on east side of hallway)
- **CHECK FOR** BAD SMELL
  - P-traps in drains often go dry in these bathrooms
  - Pour water into floor drains, flush toilets, and run sinks to clear P-traps if needed

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## WEST & CENTRAL ROOMS (CONTINUED)

### Room 3 (Pre-K)

- **TURN ON** LIGHTS
- **TURN ON** TV
  - Use Roku Remote
  - Select HDMI for sanctuary feed

### Little Kids Bathrooms (Between Room 2 & Room 3)

- **TURN ON** HALL LIGHTS (Hall that connects Rooms 2 & 3)
- **TURN ON** BATHROOM LIGHTS
- **CHECK FOR** BAD SMELL
  - P-traps in drains often go dry in these bathrooms
  - Pour water into floor drains, flush toilets, and run sinks to clear P-traps if needed

### Room 5 (Misc Room)

- **TURN ON** LIGHTS

### Room 6 (Misc Room)

- **TURN ON** LIGHTS

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## NORTH ROOMS

### 3rd–5th Grade/Youth Entrance

- **TURN ON** LIGHTS
  - Switch on west side at end of kids hallway

### Room 7 (3rd–5th Grade)

- **TURN ON** LIGHTS (South wall to the right as you enter)
- **KEEP OFF** CEILING FAN (Single switch)
- **TURN ON** STAGE LIGHTS
  - Use lightboard in sound booth, press “Blackout” if lights are off and Blackout LED is blinking
  - Select preset 1-8 on top of the lightboard
- **TURN ON** AC/HEATER
  - Manually set to 70°
  - Main thermostat on north screen wall next to back door
  - Secondary thermostat on east wall behind sound booth

### Room 8 (Youth Room)

- **TURN ON** LIGHTS (North wall to the right of restrooms)
- **KEEP OFF** CEILING FAN (Single switch)
- **TURN ON** STAGE LIGHTS
  - Use lightboard in sound booth, press “Blackout” if lights are off and Blackout LED is blinking
  - Select preset 1-8 on top of the lightboard
- **TURN ON** AC/HEATER
  - Thermostat on north wall to the left of restrooms
  - Manually set to 70°
- **LOCK EXTERIOR** ENTRANCE DOOR (East wall)
- **TURN ON** EXTERIOR LIGHT
  - Single switch on east wall near entrance

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## NORTH ROOMS (CONTINUED)

### Youth Restrooms

- **TURN ON** LIGHTS in restroom hall
- **TURN ON** LIGHTS in men's restroom
- **TURN ON** LIGHTS in women's restroom
- **LOCK** EXIT DOOR in restroom hall

### Snack Shack

- **TURN OFF** LIGHTS
- **CLOSE DOOR** to youth room
- **LOCK** EXTERIOR DOOR to Snack Shack

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## CLOSE BUILDING (POST-SERVICE)

- **BEGIN** closing after most attendees have exited the building, usually around 11:00–11:10am
- **WALK** through each room in the building to **TURN OFF** LIGHTS, equipment, air conditioning or heating, and **CLOSE** necessary doors
- **RESET** anything out of place or disorganized as needed
- **VERIFY EMPTY** TRASH throughout the building
  - Kid's teachers should empty classroom trash cans and leave full trash bag in hall for pickup
  - Usher team should empty trash in Sanctuary, Lobby, Café, restrooms, misc rooms, and collect trash from classrooms
  - Empty any trash cans that have not already been emptied
  - Trash collected throughout the building is collected and put into the large 55 gallon trash can in the main kitchen
  - All trash will be taken out to the dumpster at the end of close



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## EAST & SOUTH ROOMS

### Green Room

- **TURN OFF** LIGHTS
- **TURN OFF** TV
- **EMPTY TRASH** if needed

### Sanctuary

- **TURN OFF** SOUND AMPLIFIERS if left on
  - Located backstage in Amp room
  - Main red switch on the equipment rack
- **TURN OFF** PROJECTOR & TV
  - Remotes located in sound booth
- **TURN ON** LIGHTS
  - Main room lights
    - Triple switch located on sound booth back wall
  - Sidewall sconces & Sound booth lights
    - Double fader switch located on sound booth back wall
- **EMPTY TRASH** if needed

### Kitchen

- **TURN OFF** LIGHTS
- **EMPTY TRASH** if needed

### Cry Room (Mother's Feeding Room)

- **TURN OFF** LIGHTS
- **TURN OFF** TV
- **EMPTY TRASH** if needed

### Lobby Restrooms

- **TURN OFF** LIGHTS
- **EMPTY TRASH** if needed

### CFC Café

- **TURN OFF** LIGHTS
- **TURN OFF** TV & Projector (Verify sanctuary feed is visible)
- **CLOSE** DOUBLE DOORS to Lobby & **SINGLE** DOOR to Offices

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## EAST & SOUTH ROOMS (CONTINUED)

### Lobby

- **TURN OFF**
  - All LIGHTS in Lobby
  - EXTERIOR LIGHTS
  - FIREPLACE VALVE
  - ALL TVs (Remotes attached to back of TVs)
- **LOCK MAIN GLASS DOORS**
  - Use Allen wrench located in Connect Center East drawer
- **CLOSE DOUBLE DOORS** to Sanctuary (Both entrances)
- **CLOSE KID'S HALL DOORS**

### Serve Team Room

- **TURN OFF LIGHTS**
- **TURN OFF TV**
- **EMPTY TRASH** if needed

### Offices

- **TURN OFF LIGHTS**
- **TURN OFF TV**
- **EMPTY TRASH** if needed
- **CLOSE DOORS** in office

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## WEST & CENTRAL ROOMS

### Kids Hall

- **TURN OFF** LIGHTS (Switch on east side of hallway)

### Room 4 (K–2nd Grade)

- **TURN OFF** LIGHTS
- **TURN OFF** PROJECTOR (Panasonic Remote)
- **TURN OFF** STAGE LIGHTS
  - Use lightboard in sound booth, press “Blackout” button in the bottom right corner
- **EMPTY TRASH** if needed
- **CLOSE** DOUBLE DOORS

### Room 1 (Nursery)

- **TURN OFF** LIGHTS
- **TURN OFF** TV
- **EMPTY TRASH** if needed
- **CLOSE** GATE

### Room 2 (Toddlers)

- **TURN OFF** LIGHTS
- **TURN OFF** TV
- **EMPTY TRASH** if needed
- **CLOSE** GATE

### Kids Hall Bathrooms

- **TURN OFF** LIGHTS (Switch on east side of hallway)
- **EMPTY TRASH** if needed

### Room 3 (Pre-K)

- **TURN OFF** LIGHTS
- **TURN OFF** TV
- **EMPTY TRASH** if needed
- **CLOSE** GATE

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## WEST & CENTRAL ROOMS (CONTINUED)

### Little Kids Bathrooms (Between Room 2 & Room 3)

- **TURN OFF** HALL LIGHTS (Hall that connects Rooms 2 & 3)
- **TURN OFF** BATHROOM LIGHTS
- **EMPTY TRASH** if needed

### Room 5 (Misc Room)

- **TURN OFF** LIGHTS

### Room 6 (Misc Room)

- **TURN OFF** LIGHTS

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## NORTH ROOMS

### 3rd–5th Grade/Youth Entrance

- **TURN OFF** LIGHTS
  - Switch on west side at end of kids hallway

### Room 7 (3rd–5th Grade)

- **TURN OFF** LIGHTS (South wall to the right as you enter)
- **KEEP OFF** CEILING FAN (Single switch)
- **TURN OFF** STAGE LIGHTS
  - Use lightboard in sound booth, press “Blackout” button in the bottom right corner
- **TURN OFF** AC/HEATER
  - Main thermostat on north screen wall next to back door
  - Secondary thermostat on east wall behind sound booth
- **EMPTY TRASH** if needed

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## NORTH ROOMS (CONTINUED)

### Room 8 (Youth Room)

- **TURN OFF** LIGHTS (North wall to the right of restrooms)
- **KEEP OFF** CEILING FAN (Single switch)
- **TURN OFF** STAGE LIGHTS
  - Use lightboard in sound booth, press "Blackout" button in the bottom right corner
- **TURN OFF** AC/HEATER
  - Thermostat on north wall to the left of restrooms
  - Manually set to 70°
- **LOCK EXTERIOR** ENTRANCE DOOR (East wall)
- **TURN OFF** EXTERIOR LIGHT
  - Single switch on east wall near entrance
- **EMPTY TRASH** if needed

### Youth Restrooms

- **TURN OFF** LIGHTS in restroom hall
- **TURN OFF** LIGHTS in men's restroom
- **TURN OFF** LIGHTS in women's restroom
- **EMPTY** TRASH in men's & women's restrooms if needed
- **LOCK** EXIT DOOR in restroom hall

### Snack Shack

- **TURN OFF** LIGHTS
- **CLOSE DOOR** to youth room
- **LOCK** EXTERIOR DOOR to Snack Shack
- **EMPTY TRASH** if needed

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## FINAL CLOSING

### Lock Door/Walkthrough

- **VERIFY** ALL ROOMS are empty and everything is OFF
- **LOCK** ALL EXTERIOR DOORS to the entire building
  - **Main lobby** east glass doors
  - **Rear lobby** west double doors near restrooms
  - **Sanctuary** west side door
  - **Green room** west side door
  - **Prayer room** east double doors
  - **Kids hall** west side door at end of hall
  - **3<sup>rd</sup>-5<sup>th</sup>** west side door
  - **Garage/work room** west roll up door next to 3<sup>rd</sup>-5<sup>th</sup> room
  - **Youth room** north exit door in restroom hall
  - **Snack Shack** north exit door
  - **Youth room** east main entrance door
  - **Serve team/office** east door

### Arm Alarm & Exit Building

- **ARM** ALARM
  - Use SimpliSafe keypad inside Serve Team Room
  - Press "AWAY"
  - Alarm gives 1 minute to exit
- **EXIT** BUILDING through the red serve team/office door
- **LOCK** serve team/office door using the lock box key
- **RETURN** the church key to the lock box on the pillar outside the office entrance

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## CONTINGENCY PROCEDURES

These procedures are only applicable in specific circumstances, not part of regular weekly checklist.

### OVERCAST OR RAINY DAYS

Use this procedure when the weather is dark, overcast, or rainy, and visibility is noticeably reduced outside. These steps help ensure the property is welcoming and safe for guests.

- **TURN ON** LIGHT to parking lot
- **TURN ON** LIGHTS to exterior of building
- **PLACE** Umbrella holder at the main entrance  
(Umbrella holder located in the Serve Team Room inside the office entrance)

### FIRE SYSTEM ALARMS

**RED FIRE PANEL** is located on the wall in the Connect Center. A high-pitched alarm tone may sound and an error message will appear on the red fire panel in case of one of these common errors.

- Building loses power
- PUMP HOUSE disconnects
- COMM ERROR
- General SYSTEM ERROR
- **SILENCE** FIRE PANEL with the following procedure
  - **TURN** fire panel key 90 degrees to the left (horizontal position)
  - **PRESS** the "Silence" button
  - **TURN** the key 90 degrees back to the right (vertical position)
  - **NOTIFY** office staff after silencing the alarm