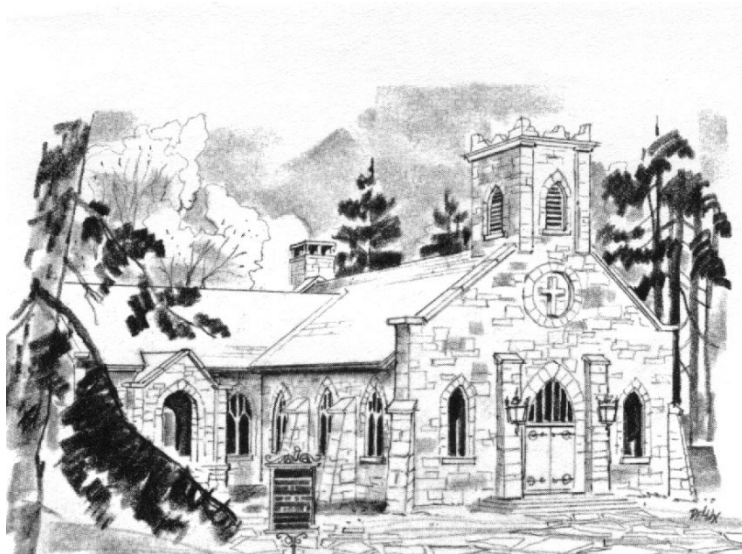


***OFFICERS AND STANDING
COMMITTEES
OF THE
BIG MOOSE COMMUNITY CHAPEL***



***ROLES, RESPONSIBILITIES AND
OPERATING GUIDELINES***

Updated January 2025

Table of Contents

Officers.....	4
Expectations for Trustees.....	5
Standing Committees of the Board of Trustees.....	6
Balsam Bee.....	7
Baptism.....	8
Bazaar.....	8
Calendar.....	9
Communion.....	9
Discretionary Fund.....	10
Facilities.....	10
Finance.....	11
Flowers.....	12
Gifts and Memorials.....	12
Historical.....	14
Hosts and Ushers.....	14
Insurance.....	15
Mathias Music Endowment Fund.....	15
Membership.....	16
Memorial Services.....	17
Memorial Woods.....	17
Music.....	18
Newsletter.....	19
Nominations.....	20
Outreach.....	20
Personnel and Contracted Services.....	21
Publicity and Public Relations.....	22
Sunday School.....	23
Tuesday Tours.....	23
Volunteer Coordination.....	24
Weddings.....	24
Worship.....	25
APPENDICES.....	28
Balsam Bee Instructions.....	28

Communion – Detailed Instructions	29
Finance Committee – Duties of Bookkeeping Firm.....	30
Hosts and Ushers – Coffee Hour Host Guidelines.....	31
Hosts and Ushers – Season’s Supplies for Coffee Hour.....	33
Hosts and Ushers – Usher Instructions	33
Memorial Services – Detailed Instructions	35
Personnel & Contracted Services – Solicitation Documents for Service Contracts ...	36
Request for Offers – Lawn Care and Landscaping Services for Big Moose Chapel and the Big Moose Chapel Minister’s Residence	36
Request for Offers – Chapel and Manse Opening and Closing.....	37
Request for Offers – Spring Cleaning Services, Big Moose Chapel Minister’s Residence	39
Request for Offers – Cleaning Services, Big Moose Community Chapel	40
Website and Email.....	40
Weddings – Detailed Instructions for Chapel Representatives	41
Worship – Christmas Service Guidelines.....	43

Officers

This list of functions lists all of those that are mandated by the By-Laws of the church, as well as those that are customarily carried out by each officer, based on past and current practice.

President

- General responsibility for the affairs of the Chapel, other than authorities that are specifically vested in the Trustees or Membership under the church By-Laws.
- Prepares agendas for and presides over meetings of the Board of Trustees.
- Makes an Annual Report to the Annual Meeting in late August.
- Participates as an ex-officio member of committees as she/he sees fit. Usually participates in deliberations of the Finance Committee.
- Proposes makeup of the Executive Committee to the meeting of the Board of Trustees following the Chapel's Annual Meeting, and serves as the Chair of that Committee, convening it for such decisions that would normally be addressed by the Board of Trustees as cannot be taken before the larger group in a manner timely enough to address an issue with the urgency that it requires.
- Serves as the Chair of the Personnel and Contracted Services Committee.
- Represents the Board of Trustees in formal communications with the summer minister.
- Solicits volunteers from the Board of Trustees and the general membership to be members or chairs of committees, in consultation with the head of the Nominations Committee. Assists the Chair of the Nominations Committee in identifying candidates to serve on the Board of Trustees and to be Officers.
- Serves as primary spokesperson for the Chapel, sharing this role with other members of the Chapel who may serve as points of contact for media and public inquiries as appropriate.
- Signs official correspondence in most cases. Signs all contracts or other official instruments of the church as have been authorized by the Trustees. Prepares and signs thank you cards for donations and special acts of service to the Chapel as a whole.
- Monitors and responds to or re-directs e-mails received at the Chapel's general e-mail address, as appropriate.

Vice President

Takes the place of the President when the President is unable to perform his/her duties, and assists with other duties that the President or Board of Trustees may delegate.

Treasurer

The Treasurer has overall responsibility for the Chapel's finances, working closely with the Finance Committee. Responsibilities include:

- Developing an annual budget with input from Committee Chairs and the Finance Committee for presentation to the Annual Meeting and approval by the Trustees.
- Approving all payments for the bookkeeper to execute.

- Receiving payments and contributions by check, cash, and through PayPal and depositing funds in the Chapel's bank account, providing verification of amounts and direction as to the accounts to which they will be credited to the Bookkeeper.
- Collecting, reviewing and responding to correspondence received in the Chapel post office box, or directing it to another Chapel officer if necessary.
- Acknowledging donations and gifts, in coordination with the Gifts and Memorials Committee.
- Miscellaneous additional duties including coordinating insurance renewals with Finance, filing proof of insurance from contractors, an annual worker's comp report, and filling out annual property tax exemption forms.

Assistant Treasurer

Assists the Treasurer in handling and depositing checks and cash at the Chapel's bank in Old Forge, and with other tasks as needed. This position has traditionally been filled by someone who is a year-round resident of the Big Moose area, facilitating collection and depositing funds when the Treasurer is not physically present.

Clerk

- Issues notices for all Trustee meetings, and other Meetings of the full membership, and attends those meetings as secretary. Prepares minutes for Trustee and membership meetings, and for meetings of the Personnel and Contracted Service Committee.
- Has charge of the corporate books of the church, and will sign, along with the President, such documents as require her/his signature (these don't come up often).
- Maintains a file of the minutes of past church meetings and keeps an electronic copy of these meetings in cloud storage.
- Keeps lists of Trustees, Officers, Committee Chairs and committee members up to date and available to Chapel leadership.
- Maintains the list of chapel e-mail accounts and their passwords.
- Maintains the official electronic version of the Chapel By-Laws, as well as supplying printed copies to Trustees and others as required. Provides new Trustees with a packet including the By-Laws, current committee roster, and this handbook when they join the Board.
- Calls the Annual Meeting to order and presides over the election of a presiding officer and two inspectors of election.

Expectations for Trustees

Candidates who are being considered for a trustee position should understand and agree to the following expectations:

Availability

- Able to participate in all or most trustee meetings and the Annual Meeting. Participation may include attending in-person, or through tele/video conferencing if offered.
- Able to take part in special training sessions on matters like managing worship services, ushering, and other aspects of Chapel operations.
- Able to communicate, and be available through email, cell phone, and/or land line.
- Able and willing to take an active role in one or more Chapel committees, and/or to Chair a committee suited to one's ability/interest.

Demonstrates hard work and initiative

- Shows an interest and acts upon opportunities to be an active participant in Chapel life and its activities, events, and operations.

Shows a willingness to help in Chapel and Trustee activities

- This may include, but is not limited to, participation as an usher; as coffee hour host; in helping in the work of Chapel events and activities such as the Balsam Bee, Bazaar, Open Doors projects, and/or other events/activities as they arise; and/or in volunteerism as needed.

Participates in worship services at the Chapel

- Shows frequent attendance at worship services throughout the summer season and helps as an usher or coffee hour host at least once per season if possible.
- Should in-person attendance not be possible, shows active and helpful participation in Chapel activities, events, and operations as outlined above.

Standing Committees of the Board of Trustees

The members of the standing committees of the Board of Trustees are appointed by the President and annually approved by the Board of Trustees in accordance with the by-laws. The Board of Trustees has the authority to promote any activity directed to the religious, moral, spiritual, physical and intellectual health of the Chapel community and to initiate and support committees to accomplish these activities.

The committees function within the roles and responsibilities established by the Board of Trustees. Committee roles and responsibilities are listed in this document. All committees are encouraged to welcome and train new members, utilize co-chairs and plan for regular rotation and succession.

Committee chairs are responsible for submitting written reports to the Clerk when they make committee reports at Board of Trustee meetings and the Annual Congregational Meeting.

Balsam Bee

The Balsam Bee committee arranges and hosts the biannual (every other year) Balsam Bee. The Bee is held on Chapel grounds, and all sales and profits are directed to the Chapel's operating budget. Through the chair the committee reports to the trustees and at the annual meeting as requested. The chair submits budget information to the treasurer as requested.

Responsibilities and procedures

- The chair establishes a date for the Balsam Bee and submits it to the Chapel calendar. The chair coordinates all publicity and announcements for the Bee with the Publicity and Worship chairs. All publicity should include that the event is free, family-friendly, no sewing skills are needed, bona fide service animals but no pets are allowed, and all pillows are for sale at the Bee.
- The balsam cutting supervisor identifies a balsam source and recruits a team of cutters who harvest the balsam necessary for pillow stuffing. For many years this supervisor has not been the chair. The balsam is cut and brought to the Chapel approximately one week before the Bee and deposited in the unfinished / grinding area of the basement. The cutting supervisor oversees all cutting equipment (gloves, nippers, etc.)
- The committee chair secures all sewing supplies and material for pillow covers, arranges for artwork for pillow designs, preps artwork and materials for printing, arranges for printing and sewing the pillowcases in advance of the Bee. The costs for any materials or work not donated are submitted through the chair to the treasurer for reimbursement.
- The committee sets up the Chapel space upstairs, downstairs, and on the lawn (weather permitting) for stuffing, sewing, and sales at the Bee. After-sales of pillows are also overseen by the committee. The cutting supervisor oversees the grinding equipment and area.
- The chair purchases light refreshments for the Bee. If not donated, this cost is submitted for reimbursement.
- The chair recruits volunteers to clean and reset the Chapel space after the Bee.
- The committee decides on the pillow price in advance of each Bee, and the chair informs the treasurer.
- The Chapel treasurer oversees all sales during the Bee. Post-Bee sales are overseen by a committee person. The chair handles any requests for pillows to be mailed and informs the treasurer when this is done as payment will be forthcoming.
- The number of finished pillows varies from Bee to Bee, but all balsam that has been gathered is used to make as many pillows as possible. Some finely ground balsam is taken away by the Holiday Booth women for use at the next Bazaar.
- The chair arranges for stuffed but unsewn pillows to be taken home, finished, and returned by volunteers. A sign-up sheet is used for this.
- Fellowship and extending a warm Big Moose Community Chapel welcome are important elements of the Bee. Any questions, concerns, or suggestions should be directed to the chair, who can explain the trustees' decision that the Bee and the Bazaar are each now biannual and unconnected Chapel events.

An appendix on Balsam Bee Details contains additional information.

Baptism

- All baptisms will be coordinated through the Worship Chair.
- Unless otherwise requested and arranged, baptisms will be held during the scheduled Sunday services from June to September.
- There will be no charge on the part of the Chapel or its clergy for a baptism.

Responsibilities and procedures

- The Worship Chair will be the contact person for all baptisms.
- The Worship Chair will gather the following information for each baptismal request: name of the parents, name and age of the child to be baptized, date requested for baptism, a contact number and email address. The Worship Chair will give this information to the clergyperson so that they can contact the family with specific details of the service.
- The Worship Chair will confirm date availability with Calendar Chair.
- The Worship Chair will set up the baptismal font on the altar between the podium and the organ. Water for the font is obtained from the lake.
- The Worship Chair will reserve seats up front for the family and will greet the family and guests when they arrive. The presiding clergyperson will review the baptism process with the family before the service.
- The Worship Chair will make sure that the minister fills out the Baptism Record book that is kept in the glass bookcase in the side room.
- Members of the Sunday School or the Worship Chair will present the parents of the baptized child with a baptismal certificate and a gift from the Chapel (in recent years a toddler-level bible).

Bazaar

The Bazaar committee organizes and oversees the Chapel Bazaar as a community celebration and fund-raising event. The bazaar and its workshops provide opportunities for fellowship: occasions to meet new people, to establish and reestablish friendships. The workshops also can provide opportunities for all to learn new crafts and support the chapel giving of time, talents and treasures.

Responsibilities and procedures

- The committee chair or co-chairs organize and oversee the subcommittees/booths and areas and key personnel that are necessary for the success of the Bazaar.
- The Chair reviews the receipts of each booth following the bazaar and works with booth/area chairs to develop a budget and projected receipts from each booth or area.

- Expenses incurred for the Bazaar are noted on an expense form, approved by the Bazaar Chair or one of the Co-Chairs and then forwarded with instructions for payment or reimbursement to the Treasurer.
- The Chair or one of the Co-Chairs will prepare an annual financial and strategic report on the Bazaar and present these with projections for the coming Bazaar at the Trustee's meeting in May.
- The Bazaar Chair or Co-Chairs will work throughout the two-year cycle to develop fresh approaches to the Bazaar and welcome input throughout the cycle from the BMCC community.
- The committee will review each Bazaar a few days after the event to debrief on the wins and/or opportunities for the next event. The Chair or Co-Chairs will report to the Trustees at the next meeting the input from the committee.

Calendar

A member of the Publicity and Public Relations Committee serves as the coordinator of the calendar of Chapel events, including all of those that take place at Chapel properties and other events organized or sponsored by Chapel committees. Organizers of Chapel events (worship, weddings, special events like the Bazaar, etc.) are responsible for checking the calendar on the Chapel website (BigMooseChapel.org) to avoid scheduling conflicts, and for either posting the events themselves (the coordinator can provide necessary web access) or informing the calendar coordinator so she/he can post those events on the on-line calendar.

Responsibilities and procedures

The calendar coordinator(s) is responsible for keeping and publishing the Chapel's official calendar of events.

Communion

The Communion committee is responsible for preparing for and assisting with the offering of Holy Communion in the tradition of the Chapel.

Holy Communion is served during worship on the first Sunday in August, or as designated by the Board of Trustees. The Lord's Table is "open to all those who put their trust in the Lord and desire His help, that they may lead a more holy life."

Responsibilities and procedures

- The chair selects trustees who will participate in the serving of communion.
- The committee ensures that the silver tray service is polished and the linen is fresh.
- The committee ensures necessary supplies of bread and grape juice are on hand.

- The committee ensures that the Communion Table is appropriately set and that the communion dishes and supplies are cleaned, placed back in their boxes, and returned to the communion closet at the conclusion of the service.
- Expenses incurred for Communion are approved by the chair and forwarded with an explanation and instructions for payment or reimbursement to the Treasurer.

The appendix contains detailed instructions for Communion Sunday.

Discretionary Fund

The committee has always consisted of just the Chairperson. There are no committee members other than the Chair.

Responsibilities and procedures

- The chair may authorize assistance/and or needed items to families or individuals identified to the committee as needing such assistance. The amount of the gift is decided by the committee chair along with help from Treasurer, if needed.
- The chair, upon notification by the summer pastor, may authorize and provide assistance as identified by the pastor.
- The names of individuals helped through this fund shall remain confidential and shall not be reported to the Board of Trustees or elsewhere. The only two people that are allowed to know are the Discretionary Chair and the Treasurer.
- The Chair will establish with the Treasurer an annual budget. Since disbursements are driven by need, some years no funds are expended, and other years, we may exceed the budgeted amount.

Facilities

The Facilities Committee is responsible for organizing and overseeing the maintenance of BMCC property for the use, comfort and safety of parishioners and, in the case of the Manse, for the summer pastor, his or her family and guests. It is also charged with the preservation of all BMCC properties through preventive maintenance and overseeing major repair projects approved by the Trustees.

Responsibilities and procedures

- The committee will meet when necessary to develop and prioritize short and long-range plans for the present and future maintenance and preservation needs of the Chapel and Manse and their respective grounds and furnishings. The committee prepares an annual budget for submission to the Finance Committee for incorporation into the overall annual BMCC budgeting process.
- The committee may authorize routine and minor unexpected repairs from known contractors and tradesmen on its own authority and without seeking multiple bids. Major projects will be undertaken only after solicitation and committee review of bids

from two or more qualified contractors. Major repairs or improvements that fall outside the scope of approved annual budgets will not be undertaken without specific Board of Trustees approval. When contractors are engaged, the committee will require them to have their insurance companies forward documents listing the BMCC as an “additional insured” party to the Treasurer prior to the commencement of work on the chapel property.

- The chair will be the contact for the summer pastor in matters concerning the operations, upkeep, and needed improvements to the Manse, and with the Board of Trustees and parishioners concerning operations, upkeep, and needed improvements to the Chapel.
- The committee oversees the work of contractors who provide cleaning, waste removal, lawn care and landscaping, and opening/closing services for the Chapel and the Manse. The committee will prepare requirements for these contractors (see appendices) and solicit offers to carry out these services whenever it is deemed necessary to replace a current contractor.
- Expenses incurred for Chapel and Manse repairs and upkeep, along with routine billings from contractors, are approved by the chair and forwarded with an explanation and instructions for payment or reimbursement to the Treasurer. Committee members are required to obtain approval from the chair prior to incurring expenses that will require payment of invoices or reimbursement to make sure that these outlays do not exceed approved budget categories.

Finance

The Finance committee is responsible for the financial health of the Chapel which includes ensuring sufficient funds for the continued operation of the Chapel as determined by the Trustees.

Responsibilities and procedures

- The committee is responsible for reviewing and approving the budget for presentation to the Trustees, long-term financial planning and investment of the Chapel's funds, and recommending specific fundraising appeals and new categories of funding.
- The Finance committee is also responsible for overseeing the work of the Treasurer and Assistant Treasurer, described in the section on officers' duties at the head of this document, and for overseeing the selection of the Chapel's bookkeeping firm, which operates under the direction of the Treasurer. The duties of the bookkeeping firm are detailed in an appendix.
- The Finance Committee recommends an audit firm for selection by membership vote during the Annual meeting.

Flowers

The Flower committee secures the flowers for Sunday services and oversees the Chapel's floral needs.

Responsibilities and procedures

- The chair is the contact person for any floral needs in the Chapel.
- Before the beginning of each Chapel season the committee chair approaches local florist / florists regarding size and type of required floral arrangements and negotiates a reasonable price per arrangement for the coming season.
- At the beginning of each Chapel year, the chair prepares a sign-up sheet, listing dates for each Sunday service for prospective weekly flower sponsors.
- The committee plants flowers in the chapel's outdoor containers before the first service and keeps them watered.
- The committee procures flowers for Sunday services when requested by Chapel members who wish to memorialize, recognize and/or celebrate a person or event. Requests are made of the committee chair in person, by e-mail, phone call or signing up on the chapel website.
- The committee picks up arrangements from the florist on Saturday afternoon, or arranges for delivery of such, for placement at the Chapel for Sunday services.
- One arrangement is to be in place for each Sunday of worship, whether or not there is a sponsor. In the event there is no sponsor, chair has the option of procuring flowers at the Chapel's expense, arranging wildflowers, or obtaining donated garden flowers.
- The committee leaves at least 1 bouquet of Sunday flowers for Tuesday tours, after which the committee delivers the empty vase/vases (as required by number of sponsors) to selected florist for filling for the following Sunday. After Tuesday, flower arrangements that are still presentable are passed on to members of the community in need of cheering up or to local businesses.
- The Chair keeps a list of flower sponsors, records payments as received, and passes payments along to the Treasurer for deposit in the Chapel's account.
- It is a tradition of the Chapel, requested by Mrs. Earl Covey, that only ferns be placed on the mantle of the fireplace.
- Expenses incurred in providing flowers and outside planters for the Chapel are approved by the chair and forwarded with an explanation and instructions for payment or reimbursement to the Treasurer.

Gifts and Memorials

The Gifts and Memorials committee keeps a list of recommended gifts and memorials for the Chapel, receives and records such gifts, and also compiles a list of people with a strong connection to the Chapel who have passed away over the course of the year, so that their memories can be honored on Memorial Sunday.

Responsibilities and procedures

- The committee reports to the President of the Board of Trustees, with policy input from the Board of Trustees as indicated below.
- The committee shall first review any gift, which is non-financial, and any gift designed to initiate a new fund or project. The committee will recommend to the Board of Trustees whether to accept or reject the proposed gift and the reasons for so recommending. The committee shall not have the authority to accept or reject any proposed gift or memorial unless such authority is expressly conveyed to the committee by action of the Board of Trustees. Financial gifts intended for an existing fund such as the Endowment Fund, the Mathias Music Endowment Fund, or financial gifts to support approved capital projects need not be reviewed by this committee.
- The committee will receive from the Treasurer notice of all memorial donations received with the following information: Name of Donor(s), Address of Donor(s), Name of deceased being remembered. The amount of the donation is not passed to the Gifts Committee.
- The committee will send a card or email to the family of the deceased, providing them the names and address(es) of the Donor(s), informing them of a donation made in their loved one's memory. The Treasurer will send the thank you to the Donor(s).
- The committee will process all requests for pew plaques once notice has been given to the committee by the Treasurer that sufficient funds have been donated to the Chapel. The plaques shall be located on a pew in the Chapel at the discretion of this committee. The wishes of the donor(s) shall be considered.
- The committee shall meet as necessary, shall maintain basic records in print and electronic form and shall maintain written documents that will be passed along by one chair to the successor chair. The committee shall annually update the Memorial Book by recording all gifts processed by this committee and perform such relevant tasks as may be assigned by the Board of Trustees. The Memorial Book is kept in the bookcase in the side room of the Chapel. The committee should provide electronic copies to the Clerk for filing in the chapel's cloud storage and retrieval in the event that future questions arise about the provenance of gifted items or the disposition of such items.
- The committee shall develop guidelines for appropriate gifts and maintain a short list of gifts the Chapel would like to receive. The committee will periodically submit its short list to the Board of Trustees for their input and/or direction. Unsolicited gifts of furnishings, equipment, or property, which the Chapel cannot use, will probably be refused.
- With input from the Summer Minister and members of the Chapel community, the committee will compile a list of people with strong connections to the chapel who have passed away over the course of the year, along with a few lines about each person's connection to the Chapel and the community, for reading during the Memorial Sunday service. Memorial Sunday is normally observed the second Sunday in August.

Historical

Big Moose Community Chapel enjoys a rich history and strives to maintain and celebrate that history while building on it into the future.

Responsibilities and procedures:

- The position of historian is appointed by the president for a term mutually agreed upon between the historian and the Trustees.
- The historian safely keeps any important pictures, maps, documents, and artifacts.
- In coordination with the public relations committee, the historian writes historical articles for local news media and for the chapel's website and assists with accurately captioning all pictures.
- The historian maintains working relationships with relevant historical entities, such as the Webb Historical Association and the Library at the former Adirondack Museum in Blue Mountain Lake now called Adirondack Experience. These entities should be on the BMCC mailing list.
- The historian provides an annual report to the president.
- Upon the request of other committees, the historian offers input and assistance, such as a committee to celebrate the BMCC centennial in 2031.

Hosts and Ushers

The Hosts and Ushers committee schedules hosts and ushers, encouraging a welcoming and friendly sanctuary for worship and the coffee hour.

Responsibilities and procedures

- The committee is responsible for ensuring that there are at least two ushers assigned for every Sunday service from Father's Day in June until the last Sunday in September.
- Ushers are responsible for preparing the chapel for worship, greeting and seating worshipers, distributing bulletins, assisting those who need help, taking the offering, counting the offering and delivering it to the Treasurer, and contacting the chair if unable to serve on the scheduled date. See the Appendix for a detailed check list of the full usher duties.
- The committee will arrange for there to be at least 2 hosts for every coffee hour for Sundays in July, August and the Sunday of Labor Day. For the final Sunday in September (Foliage Sunday), the committee will arrange for special decorations and solicit homemade cookies from a variety of volunteers.
- The committee is responsible for procuring basic supplies for the coffee hour at the beginning of the season. Suggested quantities are listed in the Appendix of procedures for this committee. Receipts should be collected and forwarded to the Treasurer for reimbursement.

- Hosts are responsible for providing snacks, making coffee, and setting up the serving table. Hosts are also responsible for cleaning up after coffee hour and for contacting the chair if unable to serve on the scheduled date.

See the Appendix for detailed instructions for ushers, instructions for coffee hour hosts and a list of supplies for coffee hour.

Insurance

The Insurance committee documents, keeps current and reports the insurance needs of the Chapel's property to the Board of Trustees.

Responsibilities and procedures

- The renewal coverage of Package Policy is secured that includes Buildings and Contents, Fine Arts, Interior Stained Glass, Musical Instruments, Money and Securities, Burglary and Robbery, Employee Dishonesty, Personal Property and Effects, and General Liability. In addition to the Package, the Chapel has Workers' Compensation and Umbrella Policies. Copies are in the insurance file at Brown & Brown Empire State in Syracuse, NY
- The Chair/advisor shall proceed to market coverages with qualified carriers for the renewal of coverage effective on May 31. To maintain local representation, the chair will contact Sarah Evans Frey at the Burkhard Evans Agency in Inlet or Old Forge or an appropriate alternative insurance agency to determine carrier availability for the Church properties. After gathering quotes for the Chapel's various coverages, the Chair will contact the Treasurer and inform him/her of projected costs for the coming year so this can be part of the financial planning process for the next fiscal year.
- After consulting the Treasurer with regard to current fund availability, the Insurance Chair shall proceed to obtain coverage quotes with qualified carriers for the renewal of coverage effective on May 31. If there are no substantial changes in the scope of coverage anticipated, the chair will make timely commitments for coverage for the coming year on behalf of the Chapel.
- On the Memorial Day weekend Board of Trustees' meeting, the Chair/advisor shall report to the Board on the overall insurance picture, and present recommendations to the Board for any change in coverages (types and amounts) for Board discussion and input.
- In July, the Chair will secure audit information for Workers' Compensation.
- Insurance bills are approved by the Chair and forwarded with an explanation and instructions for payment or reimbursement to the Treasurer.

Mathias Music Endowment Fund

The Mathias Music Endowment Fund Committee administers the Mathias Music Endowment Fund. The Mathias Music Endowment Fund was established in memory of

Fred and Clea Mathias to perpetuate the strong music program of the Big Moose Community Chapel, to encourage talent in the arts, and to subsidize Chapel musical performances. Contributions to the fund will be retained permanently and the income earned on the investment of the fund will be used periodically. The Mathias Music Endowment Fund committee will report to the Board of Trustees for whom and for what programs the endowment income is used.

Mathias Music Endowment funds are invested under the direction of the Finance Committee in the same manner as other Chapel funds. The Mathias Music Endowment appears as in its own line in the Chapel's annual budget, with the amount of funds available adjusted annually to reflect changes in the value of the Chapel's total investment pool.

Responsibilities and procedures

- The committee is responsible for deciding if, when, where, how much, and to what events or persons the money will be disbursed in a given year. Input on this decision may also come from the Music Committee, as they have a direct connection to many musical events and people.
- The Treasurer of the Chapel will inform the committee of the amount of endowment income available for use each year. It is not necessary to use the endowment income in the year in which it was earned. Any unused fund income will remain in the endowment for future giving and may be used in subsequent years, in addition to that year's current endowment income.
- The committee will submit a disbursement request to the Treasurer, once the committee has established the purpose for which the available funds will be used.
- The chair shall acknowledge to donors any donation to the fund (except those provided through general plate offerings at musical events).
- The chair will send a letter each year to the Mathias children showing the activities of the fund, total fund receipts and disbursements, and the parties to whom the money was disbursed.
- The chair will maintain and pass to the successor chair all previous year activities, including budgets, donations, and the names and addresses of the Mathias family.
- The chair will provide a written report to the Clerk at any Trustee meeting that a report is deemed necessary.

Membership

The Membership committee keeps current the database of the Chapel membership.

Responsibilities and procedures

- The chair keeps an updated database of addresses and contact information of Chapel members.
- The chair produces a printed Chapel Directory for limited distribution to Trustees, Minister and other members at the discretion of the Chair.
- The chair provides accurate address labels for all mailings.

- The chair identifies newcomers to the Chapel by supplying “New Member” cards in the Narthex.

Memorial Services

The chapel presents a sacred space for members of the community to celebrate the lives of their loved ones.

Responsibilities and procedures

- The Chair will be the contact person for all memorial services.
- There will be no charge on the part of the chapel for a memorial service, although the presiding minister and organist may request a fee.
- The Chair will gather the following information for each memorial service request: name of the departed; name, phone number and email address of family member contact; and date requested for the memorial service.
- Chair will confirm date availability with Calendar Chair.
- The Chapel provides only the venue for memorial services. The Chair will inform the family that they need to arrange for the following:
 - Minister (Chapel has a list of ministers to recommend)
 - Organist (Chapel has a list of organists to recommend)
 - Flowers (Chapel can recommend Mountain Greenery)
 - Guest book
 - Ushers and program if desired
 - Reception (Family may use Chapel basement for reception, but Chapel does not provide food, set up or clean up)
- Members of the committee will open the Chapel, provide support as needed for the service and then close the chapel upon completion.

Detailed instructions for memorial services appear in the appendix.

Memorial Woods

The Memorial Woods Committee is responsible for maintenance and use of Memorial Woods.

Responsibilities and procedures

- The Chairman will oversee all aspects of Memorial Woods.
- Other Committee Members from the Chapel membership shall make up the balance of the committee.
- The committee oversees the Memorial Woods financial account as maintained by the Chapel Treasurer. The Memorial Woods funds shall be separate and not be co-mingled with other Chapel funds.
- The committee submits annual budget projections to the Treasurer.

- Expenses incurred for Memorial Woods are approved by the chair and forwarded with an explanation and instructions for payment or reimbursement to the Treasurer.
- The committee conducts periodic review and update of the Application/Rules and Regulations for the columbarium use.
- The committee is responsible for the maintenance of the columbarium building, its surrounding plantings and landscaping, and the upkeep of the trails and paths.

Administrator responsibilities include:

- The Administrator will receive and answer inquiries for the use of the services available at Memorial Woods and coordinate their implementation. The Administrator shall be responsible to the Chairman.
- For the columbarium at Memorial Woods the Administrator shall distribute and retain the original copies of the accepted applications and applicable rules and regulations, and receive the payment for same---which will be turned over to the Chapel Treasurer
- The Administrator shall maintain the “Master Layout” of sold columbarium locations and their payment record.
- The Administrator will also respond to inquiries for the Memorial Plaque and the spreading of ashes in memorial.
- The Administrator shall be responsible for the scheduling of inurnments with the Pastor, family members and committee members to include opening and closing of niches in the columbarium.

Music

The Music committee strives to continue the Chapel’s valued tradition of music -- organ, choir and guest soloists -- to enhance the worship. The committee promotes a broad variety of musical programs that bring music to the Chapel community.

Expenses incurred for the Chapel music program are approved by the chair and forwarded with an explanation and instructions for payment or reimbursement to the Treasurer.

Responsibilities and procedures

- The committee oversees the music program of the Big Moose Community Chapel in consultation with the Director of Music, if one has been hired. The Director of Music is a permanent member of the committee.
- The committee shall be consulted with any liturgy changes concerning music during worship services.
- All music events at the Chapel shall be approved and scheduled through the committee.
- Financial donations given to the Chapel specifically for the purchase of new gifts for the music program (e.g. hymnals, new instruments) shall be approved by the Music committee and then recommended to the Gifts and Memorials Committee.

- The committee shall have full responsibility for staffing services with organist, accompanists, soloists, and choir directors and music purchases at its discretion, within the confines of the approved music budget. Compensation for rehearsals and services is set by the Personnel Committee with input from the Music Committee.
- The committee shall recommend to the Mathias Music Endowment Fund persons to be considered for financial support.
- The committee shall oversee the tuning of the Chapel piano each June. The tuning is on a regular schedule. Point of contact is Doug Kraus at Center Stage Pianos.
- The committee shall oversee the regular maintenance of the Chapel organ. There are several batteries in the organ that should be changed on a regular basis. It is recommended that the batteries be changed every three years beginning in 2017, or as other organ servicing is required. As the service tech is located east of Albany and charges for drive time and mileage it is further recommended that the service tech be contacted and allowed to schedule his visit when he has other business in the area as the travel costs will then be shared.

Newsletter

The Big Moose Chapel Community News began serving Big Moose Lake and the surrounding communities in 1996. Its purpose was, and continues to be, to keep the Chapel congregation informed of the year-round activities of the Chapel and the work of the Board of Trustees. It is mailed to the congregation twice, once in the spring and once in the fall.

Responsibilities and procedures

- Page one contains a message from the pastor and a message from the Trustee President along with any special announcements of events.
- The remaining pages of the newsletter give an account of the activities of each Board committee as reported at the Memorial Day Trustee meeting in May and the Annual meeting in August. Committee chairs not present at these meetings are solicited for newsletter coverage of their activities.
- A paper printed copy of the newsletter is mailed to all the names listed in the current database maintained by the membership chair. This mailing is first class so that address changes can be returned to the membership chair to facilitate updates to the database.
- Extra copies of the fall newsletter are printed for distribution at the Christmas service. Similarly, extra copies of the spring newsletter are printed for distribution at the activities table during the Chapel's summer worship season.

Nominations

The Nominations committee identifies and recommends to the Board of Trustees prospective persons to serve on the Board, and nominates the slate of officers, a clerk and an auditor.

Responsibilities and procedures

- This committee has the authority to nominate as candidates a class of Trustees for election to a three-year term at the Annual Congregational meeting, along with a clerk and auditor for the Board and Chapel to serve a one-year term.
- The chair shall maintain a list of years of service for each Trustee. The Trustees whose term is ending must be checked to see if three three-year terms of service have been served to determine which Trustees need to retire as stated in the Bylaws and must be notified. Those Trustees who can serve a new term need to be notified to determine if they are willing to serve another term.
- The committee shall prepare a list of the candidates and make this available to the congregation and placed in the Narthex two weeks prior to the Annual Meeting.
- The committee prepares a ballot on which the names of the candidates for Trustee, clerk, and auditor which is distributed at the Annual Meeting.
- The committee has the authority to nominate a slate of officers from the Board of Trustees (the Assistant Treasurer need not be a trustee) for approval by the Board at the Trustee meeting which immediately follows the Annual Meeting. The officers to be elected are a President, Vice President, Treasurer, and Assistant Treasurer.
- The committee shall maintain a list of criteria for selecting Trustee nominees. The following are the current criteria, as listed in the first section of this handbook:
 - Availability
 - Demonstrates hard work and initiative
 - Shows a willingness to help in Chapel and Trustee activities
 - Participates in worship services at the Chapel
- Prior to presenting a list of Trustee candidates, the committee shall share the list of Trustee duties, responsibilities and expectations contained in this handbook with prospective Trustee candidates and obtain their assurance that, if elected, they are ready to comply with those requirements.

Outreach

The Outreach committee's mission is to reach out to the needs of all people physically, spiritually or financially within resource constraints.

Responsibilities and procedures

- This committee identifies outreach needs and assigns budget expenditures and plans the personal involvement of Chapel members in pursuit of its outreach mission.

- The Committee is granted the authority to allocate budgeted resources as it sees fit. Any requests for additional funds to support outreach missions must be approved by the Board of Trustees.
- The committee guidelines for giving are:
 - As a general rule, local needs receive priority consideration
 - Outreach contributions should make a difference to those receiving them.
 - Contributions should provide ongoing support for established outreach institutions or help an organization get started.

The current Board of Trustee policy is to budget one half of the Chapel's plate collection from the previous year for the current year's outreach. Once that amount has been determined, the Treasurer notifies the committee chair in writing of the amount of money available for the upcoming year.

The chair notifies the Treasurer of the name of the organizations identified for outreach money and the amount each is to receive when these decisions have been taken. If the Treasurer is requested to make a payment to any organization not included in the list provided by the Outreach Committee, the question will be referred to the Executive Committee, which will review the request and make a recommendation to the full Board of Trustees. Once the checks are received from the Treasurer, the chair mails the checks to the identified organizations, accompanied by a letter of transmittal written on Chapel letterhead.

The chair keeps a list of organizations that have received donations in the past and passes this list on to her/his successor, for the Committee's reference.

Personnel and Contracted Services

The Personnel and Contracted Services Committee recommends to the Board of Trustees prospective persons and contractors to work for the Chapel and oversees their engagement and compensation, in consultation with other committees (e.g. Music, Facilities, Worship).

Responsibilities and procedures

- This committee has the authority to select, establish requirements, dismiss if necessary, and set the compensation for persons who perform services to the Chapel on behalf of the Board of Trustees, with the exception of the regular minister, whose calling and compensation are discussed in the Chapel By-Laws.
- With regard to the seasonal minister, the committee shall recommend a pastor to the Worship Committee for their call at the Annual Meeting.
- Compensation for the minister and the organist/choir director will be reviewed on even numbered years.
- The committee shall maintain documentation of the responsibilities of contractors regularly involved in providing services to the Chapel, and solicit new bids for these

services as required, but at least once every three years. Solicitation documents used in 2018 are appended to this handbook.

- It is recommended that the executive committee and the personnel committee be the same members of the Board of Trustees to resolve possible off-season personnel issues in a timely manner.
- The Clerk attends meetings of the committee and keeps an electronic record of its decisions.

Detailed instructions for the Chapel and Manse cleaning, opening and closing, landscaping, and waste removal services are found requests for proposals found in an appendix to this document.

Publicity and Public Relations

The Publicity and Public Relations (PPR) committee is responsible for receiving, vetting, preparing, confirming, and disseminating information about worship opportunities, special events, and special appeals offered at, by, and on behalf of the Chapel. The chair reports to the trustees and at the annual meeting as requested. The chair submits budget information to committee chairs and the treasurer as requested and directs invoicing to the same as requested for approval before payment.

Responsibilities and procedures

- The committee coordinates and submits accurate and timely Chapel information and news to local and regional media (print and electronic), to area churches and businesses, and to the Chapel e-blast and mailing lists, to the Chapel webmaster and calendar coordinator as needed, and via social media.
- PPR policies are on record, and the committee works in conjunction with the Chapel webmaster, the calendar coordinator, and committee chairs for vetting content, design, and timing of communications. The committee handles articles, photographs, advertising, copyright and permissions as appropriate, and annual printed letters and mailings throughout the calendar year and submission to local and regional events calendars and publications.
- When needed, the committee prepares printed posters for worship and other special events for local distribution or display at the Chapel.
- Items prepared by the committee for e-blasting and posting to the Chapel website are created and then approved by the appropriate committee chair before "publication." Other chairs, PPR committee members, proofreaders, or persons may be included in the vetting / editorial process.
- The committee creates a schedule for year-round communications with the Chapel family via print and electronic means and informs others of deadlines which need to be met to achieve this.
- When reporting to the trustees, the chair reiterates that PPR handles information as described above. Any request by the media for non-routine or sensitive information or in the case of an extraordinary or newsworthy event regarding any aspect of Chapel business should be referred only to the president of the trustees.

Sunday School

The Sunday School committee provides Sunday School for children on each Sunday morning of the regular worship season. The chair reports to the trustees and at the annual meeting as requested. The chair submits budget information to the treasurer as requested.

Roles and Responsibilities

- The chair teaches or arranges for volunteer teachers for each Sunday.
- There is no set syllabus for Sunday School as the ages and number of attendees varies each week. Each Sunday's lesson is prepared by the teacher and includes Bible study and discussion and an appropriate take-home craft. Supplies may be purchased and costs submitted for reimbursement. Sunday School has an inventory of Bibles, storybooks, and craft supplies for Sunday School use.
- Weekly Sunday School attendance is taken by the ushers during the worship service.
- Sunday School attendees gather downstairs before the 10:00 am service and then move upstairs to process into the sanctuary, sitting in the one or two pews reserved at the front of the sanctuary as the worship service begins. After the children's sermon Sunday School recesses downstairs.
- Toddler-level Bibles are purchased and kept on hand as age-appropriate gifts to newcomers. These are the same Bibles used as baptism gifts. Parental permission is always sought before the gift is offered. Adult and teen-level Bibles are also available to be given away.
- It is preferable for anyone teaching Sunday School to have been through a background check through an employer or other situation. It is preferable for the teacher to arrange for another adult to periodically pass through the Sunday School space in the basement. Coffee hosts in the kitchen or visitors using the downstairs facilities usually ensure there is more than one adult in the room (basement).
- Any child is free to use the bathroom facilities during Sunday School, but the teacher never accompanies any child nor authorizes anyone other than his / her parents, grandparent, or relative to do so.
- Parents, grandparents, or other relatives are always welcome to stay with a child for Sunday School. After Sunday School if appropriate a child is only released into the care of a parent, grandparent, or other relative.

Tuesday Tours

The Tuesday Tours Committee conducts tours of the chapel on Tuesday afternoons during the summer months. Tuesday tours are open to the public.

Responsibilities and Procedures

- Recruit and schedule a team of volunteers to conduct scheduled Tuesday tours.
- Accommodate, whenever possible, tour requests from bona-fide organizations with an architectural or historic interest in the chapel. Such special requests may be scheduled at times other than the Tuesday afternoons or may be scheduled either before or after the summer period when regular tours are scheduled.
- Record attendance at each tour and summarize in the annual report.

Volunteer Coordination

The Volunteer Coordination Committee provides a resource for Committee Chairs to generate volunteers. This does not relieve the Committee Chairs of responsibility, but rather provides another avenue for generating volunteers. A secondary benefit will be to grow the congregation with people of all ages, including younger generations.

Responsibilities and procedures

- The committee will be a resource for volunteer generation for any chapel need including but not limited to:
 - Board of Trustee positions
 - Committee Chair and Committee member opportunities
 - Event volunteer opportunities (i.e. bazaar volunteers, balsam cutting, Hope House, etc.)
- The committee will develop and implement systems that will facilitate volunteer generation.
- The committee will communicate volunteer opportunities using a variety of resources.
- Tone of communication should be positive in nature, emphasizing the benefits of selfless service.
- Needs/opportunities must be communicated widely, not just to the usual people who always say “yes”
- The committee will meet annually to review and update its systems and procedures.

Weddings

The Wedding committee prepares and presents the Chapel to accommodate weddings that will be pleasant and memorable while protecting the Chapel's best interests.

Responsibilities and procedures

- This committee establishes policy and guidelines on weddings to be approved by the Board of Trustees. The present policy states that weddings performed are for those who express sincere interest in exchanging their marriage vows at the Chapel. A two-tier fee structure has been established to distinguish between active participants in the life of the chapel and non-participants. Fees are to be made payable to the Chapel.

- The Pastor, Worship Chair, or Wedding Chair can approve an alternate officiant or organist.
- The committee shall be available as "Trustee-in-Charge" at wedding rehearsals and ceremonies. The chair will schedule the members to serve.
- The chair receives wedding requests and, once a date is confirmed, directs the wedding couple to complete and return the two required wedding forms. The returned application and fee are sent to the Wedding Chairperson.
- The chair is the contact for Chapel wedding scheduling.
- The chair mails the fees to the Chapel Treasurer.
- The chair shall provide a copy of the wedding information to the committee member overseeing the wedding.

"Trustee-in-charge" detailed duties for rehearsals and wedding ceremonies, Wedding Guidelines, Wedding Policy and Reminders Checklist, and Big Moose Community Chapel Information Sheet are provided in the Appendix.

Worship

The Worship Committee oversees and organizes all worship services at the Chapel during the summer season and at Christmas. This work includes an annual review and discussion of the order and content of the liturgy, while always mindful of honoring treasured Chapel traditions and responding to changing needs and the composition of the congregation.

The committee is comprised of active members of the congregation as well as the current summer minister and the current Board president and vice-president.

Responsibilities and procedures

- The committee selects the dates and times for all worship services and presents it to the Board for approval at the Annual Meeting the year prior.
- The committee assists in the procurement of a regular summer minister to carry on the worship services of the Chapel in July and August. The committee is responsible for observing and recording the work of the regular minister (hired by the Board of Trustees) and completing an annual performance review (see attached) before the Annual Meeting. The Worship Chair will hold a private meeting with the minister to discuss the results of the review. If approved by the committee, the chair makes the "Call to the Minister," asking the current minister if they will return for the next year in accordance with the By-laws. The recommendation is then presented to the Board of Trustees at a meeting held before the Annual Meeting. The Board will then present the recommendation at the Annual Meeting for a membership vote.
- The Chair also procures a minister for when the summer minister is not available, which can include services in June through September and the annual Christmas service. Ordained ministers are preferred. The Chair encourages committee members and others to share the names of regional clergy who might be interested in serving at the Chapel.

- The committee creates and/or approves the format for all services held at the Chapel, keeping in mind past traditional services. Proposals for substantial changes in the Chapel's manner of worship or liturgy shall be discussed in committee and then be referred to the Board of Trustees for their consideration.
- The committee serves as a conduit between the congregation and the regular minister for reactions to the regular minister's leadership both during services and in the community. Committee persons should share all comments and concerns with the Chair, especially those which might require private discussion between the clergy and the Chair.
- The Chair compiles and gives the minister the Sunday announcements from the pulpit. Announcements will pertain to Chapel and community activities and events and are included at the discretion of the Chair. Committee chairs who wish the pastor to announce specific activities or events should provide the announcement to the Chair sometime during the week prior to the Sunday service. All attempts are made to keep announcements brief.
- The committee prepares an up-to-date bulletin for the worship service and arranges for printing before the summer season. The bulletin contains the service format and additional information regarding Chapel events and contacts.
- As a part of the Open Doors initiative, a sub-committee of the Worship Committee creates a schedule of a variety of events for July and August meant to encourage people to come to the Chapel for fellowship. Events can include but are not limited to: workshops, demonstrations, book clubs, and lectures.
- The committee works with the regular minister, the Publicity Chair and the Webmaster to provide spiritual messages throughout the year, especially at Christmas and Easter.
- Expenses incurred for worship services (excluding music expenses) are approved by the chair and forwarded with an explanation and instructions for payment or reimbursement to the Treasurer.
- The Committee, in consultation with the President, prepares the calendar of worship and Open Door events for the summer season, and forwards it to the Publicity Chair and the Webmaster for publication.
- The committee keeps the "Worship" tab on the Chapel website up to date in coordination with the Publicity Chair and Webmaster.
- The committee arranges for and manages the inventory of candles and snuffer wicks for the summer and Christmas worship services.
- The committee/chair keeps the sign in front of the chapel announcing the pastor and hour of services current and updated as needed.
- The chair arranges the sign-up table during coffee hours –raffle tickets, asking for volunteers for coffee hour, ushers, flowers, Hope House, etc.
- The chair arranges for a guest book and pen to be available in the Narthex.
- The chair arranges for the note card and postcard holder in the Narthex to be maintained and filled
- The chair arranges for fresh moss to be placed around the miniature chapel in the Narthex.
- The committee will review operating guidelines for the Christmas service (see Appendix) not later than Oct. 31 of each year.

- The chair coordinates the printing and early December mailing of the Chapel calendar along with the pastor's "Christmas Message"
- The Chair and Publicity Chair coordinate the printing and mailing of Christmas and Easter letters to the Chapel mailing list.

APPENDICES

Balsam Bee Instructions

- **Chapel calendar.** No other events (weddings, etc.) should be scheduled at any time on Balsam Bee day. The Bee is traditionally held on the last Saturday in July.
- **Balsam cutting.** Secure tender balsam by cutting young trees on a dry day. Clip branches into small sections before loading into the Chapel basement.
- **Machinery and grinding.** Before the Bee the grinders should be examined, sharpened, or otherwise maintained if necessary. The keys to the grinders are in the Worship closet upstairs. Clipped balsam branches are fed first through the big grinder and then through the small grinder. No chunks or large unground pieces should be sent on to the stuffing area. Some grinding in advance of the Bee allows stuffing to begin as soon as participants arrive. The rest of the grinding happens during the Bee so participants can take a turn at the grinders if they wish.
- **Set up and supplies.** The stuffing tables (2 tables end to end) are set up in the basement in front of the wall of cabinets so the tubs of ground balsam can easily come from the grinding area. These tables are covered with plastic sheeting, and latex gloves (sm, med, lg) are supplied for the stuffers. Tables and chairs for sewing are set up in the basement, upstairs, and outside (weather permitting). There are sewing supplies (needles, thread, scissors, etc.) and light refreshments on each table. All set-up must keep Chapel emergency exits clear.
- **Announcement.** Once the Bee is underway a welcome and emergency exit announcement is made. The emergency exit announcement may be repeated if necessary.
- **Pillowcase inventory.** A committee person displays and oversees the pillowcase inventory in the basement, explaining to newcomers how the Bee works and helping make pillow design selections if needed. This gatekeeper also distributes the cases as needed to the stuffing table.
- **Clean up.** Volunteers are recruited to reset all Chapel spaces after the Bee.
- **Sales and after-sales.** The treasurer handles all monies / sales at the Bee. After the Bee, pillows are displayed in the side room and monies put in the cash box in the Worship closet. No Chapel balsam pillows are sold through any wholesale or retail outlets. All sales are on Chapel property. There is no limit on the number of pillows an individual may purchase.
- **Care and feeding of the pillows.** Anyone buying a pillow at the Bee should be told not to put it in a plastic bag or directly on furniture as the balsam is still wet and can become moldy or mar furniture. This same information should be given at any after-sale. Tags provided by the chair are pinned to all after-sale pillows.
- **How many pillows did we make?** Always a popular question. The number is best calculated by the total monies the treasurer takes in at the Bee, the number of pillows available for the after-sale, and any pillows directed as Chapel wedding gifts (by arrangement with the Wedding chair) or sent by mail (by the chair only). Anyone asking or comparing numbers to prior Bees should be gently reminded that the Bee puts all

gathered and ground balsam into pillows and that the Bee is essentially a one-day event of long standing in the Chapel's history and not a commercial balsam-pillow factory.

Communion – Detailed Instructions

One week prior to Communion Sunday:

- Check to see if the silver trays need polishing and the linen is fresh. The supplies are stored in the narthex, behind the door on the right leading into the Chapel. The key is stored in the Pastor's closet in the annex.
- Purchase 1 large loaf (or 2 small ones) of Pepperidge Farms sandwich bread, gluten free rice cakes, and 1 or 2 64-oz. bottles of grape juice.
- Have one very small loaf of bread for the pastor's "breaking of the bread." A 6" sub roll will work.

One Day Before Communion Sunday:

- Trim crusts off the bread, cut into small squares, seal in zip lock bags and refrigerate. Also break rice cakes into reasonable size pieces.

Communion Sunday:

- Arrive at the Chapel 1 ½ hours prior to the service.
- Move the Communion table out from the step to the altar, far enough for the pastor to walk around the table. Spread the cloth on the table so that the quotation is centered and visible from the front. If there are flowers on the table when you arrive, place them on the kneeling bench or altar in the corner.
- Place 6 folding chairs up front, folded. (At the first hymn the ushers will set up the chairs or designate one of the trustees to do so.)
- Take the rest of the supplies to the kitchen.
- Put an ample amount of bread on each of 6 silver plates (separating the bread from the rice cakes), cover with a white napkin, and place on either side of the communion table.
- Put one of the small loaves on a silver plate, and place in the center of the table nearest where the pastor will be standing. Place Flacon with wine and silver goblet in the same place.
- Following the service, collect all plastic glasses for the trash. It is helpful to carry a small flashlight since some areas may be darker than others.
- Collect all silver and return to the kitchen.
- The silver must be washed, checked carefully for any spots, placed in their proper bags, and returned to the closet. If there are spots, polish with silver polish before packing.
- Linens may need to be taken home, laundered and returned to the closet.

For Communion Hosts

Set-up Duties Sunday Morning:

- 6 Servers are needed.
- Place 6 folding chairs in front of the Chapel. (Unfold them and place in position facing the congregation as the children leave for Sunday School.)
- Servers sit where you normally sit during the church service. When the hymn starts after the Sermon, come forward to your designated position.
- The Pastor will serve you the bread first and wine (juice) second. Please try not to let go of the trays while serving.

3____ 2____ 1____

4____ 5____ 6____

As you face the congregation:

- Server #1 – Serve the sacraments from the center aisle to the right pews.
- Server #2 – Serve the sacraments from the outside to the right pews.
- Server #3 – As you face the Choir, serve the sacraments to the left side of the choir and downstairs to serve the Sunday School Leaders.
- Server #4 – Serve the sacraments from the center aisle to the left pews.
- Server #5 – Serve the sacraments from the outside to the left pews.
- Server #6 – As you face the choir, serve the sacraments to the right side of the choir and the organist. [Note: When serving the wine, you will have the base of the wine set. You will need to be first in line when returning to the pastor.]
- Wine: When each of you has finished serving the wine, go to the narthex to quietly redistribute the glasses around the outside edge of the tray. When completed, return to the back of the chapel and proceed to the altar in pairs. Servers 3 and 6, followed by Servers 2 and 5, and lastly Servers 1 and 4 proceed to the altar by way of the center aisle.

Finance Committee – Duties of Bookkeeping Firm

Process vendor payments and checks and keep the Chapel's financial records using QuickBooks Online. There are 175-200 transactions per year.

Deposit donation checks received by mail in appropriate Chapel bank accounts - about 70 per year (check with Treasurer if uncertain about the proper destination) and enter into Chapel financial records. Funds collected at worship services (the collection plate) and at the annual Bazaar and/or other fund-raising events will be deposited by Chapel trustees, with receipts forwarded to the bookkeeping firm.

Maintain a spreadsheet of gifts received, including amount, gift type (occasional, special purpose, memorial, annual appeal) donor's name, and donor's mailing address. Forward this spreadsheet electronically to the President on or about the first of each month.

Reconcile bank statements (six accounts, two checking and four investment accounts) as received.

Process regular payments to ministers (weekly, June through September; one in December), and invoices from contractors (c. 45/year). An efficient approval and signature process will be worked out between the Treasurer and the bookkeeping firm. The Chair of the Worship committee will direct payments to ministers (amounts, and whether mileage and/or accommodations are included). Chairs of other committees will forward other contractor invoices either in hard copy or electronically to the bookkeeping firm, with notation that goods/services have been received in a satisfactory manner and that they are approved for payment. The bookkeeping firm will be supplied with a current list of Committee Chairs and their contact information by the Treasurer.

Obtain W-9s from all current contractors (lists provided by committee chairs) and obtain W-9s from any new contractors expected to bill \$900 within a year; send out 1099s in January (10 – 15 contractors who are not corporations).

Compile financial statements for audit – all records of checks, deposits, and statements organized for auditor review by July 1.

Assist the Treasurer in preparing budget for Annual Meeting (by August 1).

Meet occasional requests for information, special payments, etc. from Treasurer and Finance Committee Chair, as required (10-15/year).

Respond to requests from grant-making entities (e.g. charitable trusts), supplying the forms they require to verify that the Chapel is a legitimate non-profit entity. Material tends to be nearly identical from grantor to grantor, since it is basically mandated by IRS requirements (5-10/year). Treasurer can supply examples from past requests.

Hosts and Ushers – Coffee Hour Host Guidelines

Thank you for volunteering to host coffee hour!

Overview of hosting

- Coffee, sugar, creamer, juice, cups, napkins are supplied by the Chapel.
- The host(s) responsibilities are to supply a treat and set up and clean up the area. If you are unable to navigate the chapel steps to the kitchen, lift heavier items, etc. please let us know. Trustees can assist in setting up the tables and bringing up the coffee urns, etc.
- Hosts need to bring 'treat'; anything that you want to provide: fruit/watermelon, donuts, cookies, coffee cake (bought or homemade). Quantity is up to you. Assorted serving trays are in kitchen to use for treats if needed. Trays are in marked section in lower cupboards to left of sink. Smaller serving plate/dishes are in large drawer to left of stove.
- Coffee hour is usually served on the chapel lawn. However, if the weather is 'iffy', it can be served in the basement by the wall separating the bathrooms, or in the side room on Sundays prior to the August Chapel Bazaar.

- If any supplies are running low, or if you have any suggestions/comments about hosting, please let Phyllis Sanzone or Linda Martin know.

Detailed instructions

30 minutes prior to worship:

- Make coffee. Detailed instructions are posted by the pots to the left of the sink.
- Prepare area to serve coffee and treats – on the lawn (weather permitting) or in the side room or the basement, depending on weather.
- Multiple tables are available in the side room (6-foot and 8-foot length or card table size).
- Coffee Urn Stand (the black metal two tier stand) holds both urns for dispensing. Place them where ground is level. If indoors, place something on floor to catch drips.
- Tablecloths are available in the kitchen. Some are vinyl and some are outdoor cloth. If cloth one gets soiled, let chairperson know so she can wash it.
- Two red rectangular plastic containers. For indoor use under coffee urn spouts
- Red plastic trays. Use on table to put filled coffee and juice cups on to contain any spillage that may occur.
- Coffee signs. Two plastic 4x6 stands with ‘decaf’ and ‘regular’ signage. Place at the red trays so people know which one is decaf/regular.
- Coffee and juice cups, napkins, etc. are located in tall cabinet to left of gas stove.
- Silver Ron Hayes Tray for creamers, stirrers, and sugar bowls with sugar and sugar substitute packets. Also place an empty cut glass bowl on this tray (people tend to leave used sugar packets and stirrers on the table). Fill creamers just before serving.
- Trays to set out food are in marked spot in lower cupboard to left of sink. Other assorted serving dishes are in large drawer to left of stove.
- Two brown plastic garbage cans – one from kitchen and smaller one located in the side room. Be sure they both have plastic liners in them.
- Two flowered plastic pitchers are used for the two kinds of juice. You can pre-fill them and place in refrigerator.
- You can keep your trays of treats in the side room to quickly bring them out before serving.

10-15 minutes before end of worship (just before last hymn is sung)

- Remove grounds from the urns and bring the urns upstairs.
- Bring up juice and creamer from refrigerator (including extra for refills).
- Retrieve treats from side room.

By end of postlude

- Have a few cups of coffee poured and ready to go.
- Pour juice.

After coffee hour

- When crowd thins, close and clean up serving area.
- Wipe down plastic table coverings and let dry before folding.
- Return items to where you found them.
- Move new unopened juice stored in the cupboard where cups are stored into the refrigerator for the next week's use.
- Clean up the kitchen area and put any items used away where you found them.

Hosts and Ushers – Season's Supplies for Coffee Hour

The committee purchases all supplies for the coffee hour. This is for 11 weeks, which runs from the first Sunday in July through Labor Day, and Foliage Sunday (last Sunday in September).

Supplies include:

- Paper coffee cups –about 600-700/season. Best source for 8 oz cups without lids is Amazon, where they come in boxes of 400.
- Paper juice cups – 400
- Regular coffee – 8-9 lbs.
- Decaf coffee – 6 lbs.
- Sugar packets
- Coffee stirrers
- Napkins – 2 pkgs. of 400
- Juice – use 2-3 64 oz bottles every week
- Half and half – use 1 qt. per week
- Plastic wrap
- Aluminum foil

Most supplies can be purchased at the beginning of the summer; but the committee may find it easier to purchase the juice and half and half periodically throughout the summer if one member goes home on a semi-regular basis. (Ultra-pasteurized half and half is good for many weeks if not opened – just check date on carton.)

Hosts and Ushers – Usher Instructions

The primary function of ushers is to make people attending church feel welcomed and to assist those leading worship in some of the logistics surrounding the service. Ushers also handle the collection and the initial accounting of offering funds received.

Advance set up

- Arrive 45 minutes before service.
- Clear pine needles on the walkway. (The needles are slippery whether wet or dry so they need to be swept or blown.) There is an electric leaf blower inside the door to the belfry stairs. It gets plugged in on the outlet on the pine tree in the center of the yard. Ask for assistance if needed.

- Place 4 handicap parking signs in white pipes by front edge of lawn. At the end of the service replace them beside the side entrance door.
- NOTE: The chapel tours sign stays out front all summer season. It is completely waterproof and very heavy.
- Set up the handicap ramp, which is stored outside against the wall on the right side of chapel. The ramp is lightweight but is best moved by 2 people. Place it on the right side of the steps (as you face the chapel).

Set up for service

- All lights on and heat turned up if needed – will usually be done by those at choir practice. Check that basement and bathroom lights are on.
- Offering plates – get 2 from minister's closet and place on the altar table.
- Place "Reserved" signs on both ends of the two front left pews – signs are stored in the minister's closet.
- Check candles in candelabras and replace as needed (supplies in minister's closet); acolyte will light during prelude. Be sure wicks are upright (not mashed down).
- Open windows if needed.
- Turn on power strip in the electronics closet in the back stairs to power up the chapel's sound system.

As the congregation arrives

- One usher greets and hands out bulletins while the other usher(s) seat people. Fill all pews as completely as possible.
- If choir is still rehearsing, ask early arrivals to keep their voices low.
- Don't seat latecomers during prayers.

Celebratory bell ringing

- This happens after the welcoming remarks and an announcement of the cause for celebration and before the prelude.
- Review ringing instructions inside door to belfry. Ask for assistance if needed.

During worship

- After children leave for Sunday school, show anyone standing to the front pews.
- Be prepared for the offertory after the sermon. Take the offering forward after the offertory and remain at the front through the prayer of thanksgiving that follows.
- Do a head count and fill out the form on the clipboard near the bulletins and give to the Worship Committee chair at the chapel events table after church. Wait until the service is well underway so that latecomers are included. During the children's sermon is one possibility – use your discretion as to timing.
- See people out at conclusion of service.

After the sanctuary empties

- Snuff out candles – gently, being careful not to mash the wicks down.
- Turn off power strip in the back of electronics closet.
- Remove reserved signs from front pews.

- Pick up bulletins in pews; if in good condition, put on table in narthex for reuse.
- Close windows, turn off heat and replace floor mats over heating grates.
- Take offering plates and get bank bags from the minister's closet. Go to basement or side room to count receipts. Reconciliation forms are in one of the two bags. Count checks and cash; fill out and sign and date the form. Place the form and all funds received into one of the bags. If the church treasurer or assistant treasurer is at church, you can give it to them directly. Otherwise, place it in the safe in the janitor's closet (rear of Sunday School room). Turn the handle and the safe will lock. Put the other bag and extra forms, etc. back in the minister's closet.

Closing

- Close front doors and latch securely, noting that one door has dead bolts at top and bottom that need to be securely slid into place.
- Remove handicap parking signs and leave by door of side entrance.
- Remove handicap ramp and return to its resting spot.
- Unless there are people still in the chapel:
 - turn off all lights, including bathrooms and all basement areas
 - exit through the side room door, pulling door tightly to be sure it is locked

If there are trustees still in the chapel when you have completed the first steps, you can ask someone to handle the lights where they are working and close the side door when they leave. Please do not leave without confirming that someone else is taking charge.

Memorial Services – Detailed Instructions

Opening

- Unlock and open front doors one hour prior to the service.
- Turn on downstairs and bathroom lights.
- Leaf blow the front & sidewalks – leaf blower is stored inside the bell tower stairwell. Use long orange electric cord, curled on floor in narthex.
- Turn on sanctuary lights to the “Service” setting - wall panel next to side room door.
- Turn off the Carillon sound - white switch on wall inside cellar stairwell.
- Turn on sound system - surge protector strip on wall inside cellar stairwell. (Sound system controls pulpit microphone and handheld microphone).
- Place “Reserved” signs on the front pews - on shelf in utility closet.
- Place hymn numbers on board if needed - thin black box on shelf in utility closet.
- Clear tiny table in narthex for guest book & prayer cards.
- Set up easels in narthex, if needed.
- Check and light the candles 15 minutes prior - more available in box on shelf in utility closet.
- Ring the bell (green rope) to call for service.

In hot weather

- Plug in fans next to the fireplace.

- Reverse the furnace to help circulate air from the basement - make sure rugs are removed from the registers.
- Turn on fans at front of sanctuary.

Closing:

- Extinguish the candles (gently, to avoid mashing the wicks down).
- Remove “Reserved” signs from front pews and return to closet.
- Remove hymn numbers off the board and return to closet.
- Turn off fans.
- Check outside lights to ensure they are off.
- Lock front doors, being sure the top and bottom deadbolts are secured.
- Check bathrooms, turn off downstairs lights.
- Turn off sound system.
- Turn on the Carillon.
- Turn off sanctuary lights.
- Lock side door.

Service with a chapel reception

- Arrange to meet with the family to set up tables and chairs - one hour to one hour fifteen minutes prior to the service.
- They are responsible for packing up and taking leftover food and replacing tables and chairs.
- The family should take their flowers - leave chapel vases! Take away vases are in a bin downstairs near the furnace.

Inurnment in Memorial Woods

- Columbarium niche screwdriver is located in an upper slot where the choir music is kept.

Personnel & Contracted Services – Solicitation Documents for Service Contracts

Request for Offers – Lawn Care and Landscaping Services for Big Moose Chapel and the Big Moose Chapel Minister’s Residence

Big Moose Community Chapel requests offers for landscaping services at Big Moose Community Chapel and the minister’s residence (the Manse, on South Bay Rd., Big Moose Lake) from the first of June and the middle of October. Work at the Chapel should be completed as close to the end of the week as possible, so that the lawns and walks are neat prior to Sunday services. The contractor will be expected to avoid scheduling lawn work within an hour of a wedding (schedule available on the Chapel’s web site) or a Sunday church service.

The contractor is expected to provide his own lawn care and snow removal equipment, to carry adequate insurance and make the chapel an “other insured” on the contractor’s policy. Interested parties should respond by e-mail to bigmoosechapel@gmail.com. Potential contractors are encouraged to send e-mails if they need additional information before submitting offers.

Quotes should cover the entire list of services listed below. The deadline for submissions is [date].

A member of the Chapel Facilities Committee will meet with the selected contractor prior to initiating these services to go over the grounds of the Chapel and the Manse and answer any questions the contractor might have prior to the beginning of services.

The contractor will be expected to submit a timely electronic invoice at the end of each of the months covered by this contract.

Tasks
Mow lawns at Chapel and Manse as required, but not more than once weekly, and sweep or blow off walks, including walk down to waterfront at the Chapel
Pick up sticks/brush around lawns and driveways, rake or blow pine needles as required, including from the stones around the foundation of the chapel.
Weed whack the area over the septic field at the Manse once in the spring, and once in the fall
Weed whack along the walkway from the parking lot to the Chapel, and the walkway up to the Columbarium, monthly

Request for Offers – Chapel and Manse Opening and Closing

Big Moose Community Chapel requests offers for the list of services involved in preparing the Chapel and the minister’s summer residence for use in the spring, and winterizing them in the fall. The opening services at the minister’s residence (the Manse, on South Bay Rd., Big Moose Lake) and the Chapel (1544 Big Moose Rd.) are to be completed before June 10, and closing services are to be completed between October 1 and October 10. The quote should also include tasks required to make the Chapel available for the annual Christmas service in December (Chapel water system not involved).

Specific requirements appear in the lists below.

Quotes should cover opening and closing services separately, and for the work to be done to prepare for and close up the Chapel after the Christmas service, as well as

hourly rates for any work that falls outside the scope of work identified in the request for offers. Interested parties should respond by e-mail to bigmoosechapel@gmail.com. Potential contractors are encouraged to contact the Chapel at that e-mail address if they need additional information before submitting offers.

The deadline for submissions is [date].

A member of the Chapel Facilities Committee will meet with the selected contractor prior to initiating these services to go over the layouts of the Chapel and the Manse and answer any questions the contractor might have prior to the beginning of services.

The contractor will be expected to submit a timely electronic invoice after the opening services have been completed, after the closing services have been completed, and after the Chapel has been closed up after the December service.

Chapel

Task	Spring	Fall	Christmas service
Turn on water and water heater	X		
Check for any leaks around sinks and toilets	X		
Walk through to identify other repair needs	X		
Turn off water and drain water lines including pump and tank in pump house, water heater; fill pipes with anti-freeze		X	
Front door cover and window shutters; baffle for fireplace	remove		After Christmas service
Window wells	uncover	cover	
LP gas	turn on	shut off	
Chapel Services Sign	Uncover	Cover with tarp	
Check light bulbs, replace if necessary from Chapel supplies	X		

Manse

Task	Spring	Fall
Electric service	turn on	turn off
LP tanks (2 each)	turn on	turn off
Light pilot and test hot water system	X	
Turn water on and check for leaks in kitchen, all bathrooms	X	
Turn water off, drain entire system and blow out water lines		X

Check UV water purification system and replace bulb	X	
Drain UV unit		X
Check charge on generator battery, install; test generator	X	
Generator battery		take out and store
Walkthrough to check on repair needs, lightbulbs that are out, etc.; replace bulbs from supplies at Manse	X	

Request for Offers – Spring Cleaning Services, Big Moose Chapel Minister’s Residence

Big Moose Community Chapel requests offers for the list of cleaning services to be performed at the minister’s residence (the Manse, on South Bay Rd., Big Moose Lake) before June 20, at the contractor’s convenience.

Specific requirements appear in the lists below.

Quotes should cover the entire list of services listed below. The contractor is expected to provide their own cleaning supplies. Interested parties should respond by e-mail to bigmoosechapel@gmail.com. Potential contractors are encouraged to send e-mails if they need additional information before submitting offers.

The deadline for submissions is [date].

A member of the Chapel Facilities Committee will meet with the selected contractor prior to initiating these services to go over the layouts of the Manse and answer any questions the contractor might have prior to the beginning of services.

The contractor will be expected to submit a timely electronic invoice (by e-mail) after the cleaning services have been completed.

Tasks
Sweep off and mop front and back porches
Thoroughly clean two bathrooms
Sweep and dust mop throughout the building
Mop the kitchen, laundry room, bathrooms and hallways
Vacuum throughout
Dust throughout
Wash windows inside
Clean fireplace, if necessary
Clean cobwebs from ceilings and walls
Check for dead mice, bugs, etc.

Request for Offers – Cleaning Services, Big Moose Community Chapel

Big Moose Community Chapel requests offers for cleaning services to be performed at the Chapel, 1544 Big Moose Rd., Eagle Bay, NY 13331 from June through September, [year]. The services include regular cleaning once a week during the regular June – September season, as well as thorough cleanings required before services begin in mid-June and after the last service of the year, which takes place on the last Sunday in September. Detailed requirements appear in the list below. Interested parties should respond by e-mail to bigmoosechapel@gmail.com, specifying a price that would be charged for the full June-September season. Potential contractors are encouraged to send e-mails if they need additional information before submitting offers.

The deadline for submissions is [date].

A member of the Chapel Facilities Committee will meet with the selected contractor prior to initiating these services to go over the list of requirements and explain the layout of the Chapel, where equipment and supplies are stored, etc. The Contractor should review the calendar on the Chapel's website in order to time cleanings so that the Chapel is in excellent order before weddings and memorial services, which take place throughout the season, as well as before regular Sunday church services.

The contractor will be expected to submit a timely electronic invoice at the end of each of the months during which services are performed.

Website and Email

The Chapel website is BigMooseChapel.org and is overseen by a webmaster per the following roles and responsibilities.

Responsibilities and procedures

- The Webmaster is responsible for maintaining an attractive, professional-looking, and up-to-date Chapel website. He/she has password control over access to the site development platform, which is currently Wix.com.
- Authorization to committee chairs or others to edit the site will be extended at the Chapel president and PPR committee chairs' discretion. To the extent possible, the person with functional responsibility for a web page will be expected to work with the PPR committee and webmaster on that page's contents.
- Photographs used on the website will be used only with permission of the person who took the photograph, with attribution if requested. Permission of people appearing in a photograph will also be obtained before the photo is posted on the Chapel site. It is strongly recommended that permission be solicited at the time a photograph is taken, to simplify the process of obtaining permission.
- E-mail addresses appearing on the website will be job- or position-related addresses referring to the Chapel (e.g., bmchapelwebmaster@gmail.com) unless the committee chair agrees to use his or her personal e-mail address. This will facilitate

the “handoff” from one committee chair or officer to another, since the e-mail address can be switched by simply giving the password to the new incumbent, while avoiding putting personal contact information on our public website.

- The current owner of a Chapel e-mail address should keep correspondence organized in folders to make it easier for a successor to locate material from earlier years. As users transition responsibilities to their successors, they should update account access and contact info in the gmail account and share updated details with the Clerk for updating the master list.
- The recovery e-mail for all e-mail accounts except the Clerk’s account will be the Clerk’s account, and the recovery phone will be the personal mobile phone of the Clerk. The recovery e-mail for the Clerk’s account will be bigmoosechapel@gmail.com, and the recovery phone number will be the personal mobile phone of the President. (Google also asks gender when accounts are set up, and birthdays. For all chapel accounts the gender is “rather not say” and the birthdate is August 2, 1931.)
- The webmaster will maintain an e-mail list for email blasts through the website platform for the purpose of e-mail publicity about Chapel news, special events, and opportunities. Website users can request Chapel emails be sent to them by entering their personal email address on the Chapel website. The PPR committee will work toward a year-round schedule of e-mail blasts and inform the webmaster of the same.

Weddings – Detailed Instructions for Chapel Representatives

(Note – current reminders for families, checklists and forms are on the Chapel website under the Weddings and Baptisms tab)

Guidelines for Chapel Representative at Rehearsal

- Open the chapel 30 minutes before the rehearsal.
- Heat: The thermostat is in the basement, by the closet door. If the heat needs to be turned on, be sure to deflect the heat the way it’s needed, with most of it coming through the ducts into the sanctuary. Be sure to remove the carpet squares that cover the registers in the sanctuary. Store them between the gray cabinets in the annex to be returned after the rehearsal/wedding.
- Pulpit: Move the pulpit to the left of center looking up at the Sanctuary.
- Communion Table: Move the kneeler bench over to the Choir section. Move the Communion table up to where the kneeler bench was. Have at least two people move the table to prevent scratching the floor.
- Greetings: Introduce yourself and welcome the wedding party. Review no alcohol/drug policy, where the bathrooms are, etc. and answer any questions that may arise.
- Record Book: Request the necessary information for the record book kept in the glass cabinet to the right of the door in the annex. Be sure to record the information correctly and legibly for the Chapel’s permanent record.

- Fireplace: Ascertain if the bride wishes a fire during the wedding and lay the logs during the rehearsal.
- Flowers: Inquire regarding delivery of flowers. Local florists in the area have a key and will let themselves in to arrange the flowers. If another florist is providing the flowers, work out with the bride the timing of the flower delivery. Generally, you should inform the bride that flowers should be delivered an hour before the service so that you can be there to let the florist in. Ask if any flowers are to be left in the chapel after the wedding for Sunday services.
- Arrival time: Inform the wedding party to arrive within an hour before the wedding so that you can be there to let them in.
- Candles: Check to see if replacements are needed. Candles are kept in the minister's closet.
- Photography: Ask the clergy to announce that it is the policy of the chapel that there should be no flash photographs taken during the ceremony.
- No rice or confetti: Inform the wedding party that only birdseed outdoors is acceptable.
- Gift from the Chapel: Present the bride or her mother with a token gift from the Chapel. You may also present the gift to a family wedding party after the ceremony. The committee will decide what the gift will be each season on the basis of what types of memento related to the Chapel is available.

Guidelines for Chapel Representative -- Wedding Day

- Open the chapel one hour before the service
- Signs: Put out the handicapped signs that are stored in the side entrance to the Chapel. They fit into white pipe sleeves that are set in the ground on either side of the front entrance up by the road. Be sure to replace the caps over the sleeves when you put the signs away after the wedding.
- Handicapped ramp: Put this in place at the right side of the main entrance, if required. It is stored against the side of the building to the right of the main entrance during the summer season, and in the basement near the bilco door in the off season. It's easiest to move with two adults. Please stow the ramp after the service.
- Heat: Turn up the thermostat. If no heat is needed, replace the carpet squares in the center aisle.
- Carillon: In order to keep the bells from interrupting the ceremony, turn off the clearly marked switch to the left of the large carillon sound system box in the rear stairwell. Remember to turn the switch back on after the ceremony.
- Sweep: Sweep or use the blower to clear the front steps and walkway.
- Stock: Be sure the bathrooms have toilet paper and towels. These are stored in the closet across from the Ladies' bathroom.
- Basement Room: Pull back both dividers to ensure privacy for the bridal party. Set out extra mirrors, the wedding box, and steamer. Prepare a plate of waters for the groomsmen (side room) and for the bridal party (in the basement)
- Lights: Turn on the lights.

- Candles: Light the candles 1/2 hour before the ceremony. Also, light the fireplace if necessary.
- Front doors: Close the front doors during the ceremony and open wide just before the bride and groom come down the aisle.
- Photographs: Photos may be taken after the ceremony.
- Furniture: Replace the Chapel furniture with assistance from the wedding party to its place. Avoid scratching the floor.
- Record book: Be sure that the wedding information is recorded in "The Church Register" and returned to the cabinet. The key is located in the bottom right-hand drawer.
- Inspect: Check throughout the chapel for forgotten articles. Present Chapel gift, if not already done. Gather all items to the basement. Throw away or recycle all wedding garbage, i.e. empty flower containers, water bottles, and any other garbage.
- Closing: Turn off all lights, check for running water, turn down the heat, extinguish candles and secure the fireplace. Close, latch and lock the front doors and exit by the annex door.

Worship – Christmas Service Guidelines

The Christmas Service is held the 2nd or 3rd Sunday in December at 4:00 PM. This is voted on by the Board.

Preparations before the service

- If there are no events after the final Sunday service in September, the supplies for the Christmas service can be brought upstairs and the Chapel decorated.
- Decorations are kept in the closet under the back stairway to the kitchen and should be packed up and returned there after the service.
- The two fake poinsettia plants go on the kneeling altar.
- Pew bows are put on every other pew.
- Large candles and pinecones go in the main windows (not the windows on the altar)
- The green candle crèche goes on the communion table. Long taper candles go in the day of the service.
- The candles in the candelabras should be new. Candles are in the minister's closet.
- The Choir Director will set up the choir seats on the altar.
- In the annex room, a table is set with Christmas tablecloth, bulletins and handheld candles for the service.
- A basket is placed on the table for a free will offering at the end of the service. The Outreach Committee determines the use of this offering. The Treasurer or Assistant Treasurer collects the offering.
- The Chair needs to arrange for a reader of the Christmas Story, a candle lighter for the crèche, greeters for the Welcome Table in the sideroom and 5 volunteers to assist with the sharing of the light to light the hand-held candles.
- The Chair works with the Publicity Chair and Webmaster to publicize the event both online and in the local paper.

On the day of the service

- If Chapel has not already been decorated, do so now. Directions above.
- Put taper candles in the crèche
- Light a fire in the fireplace.
- In the annex room, put hand-held candles in the candle holders and put them in large basket.
- Set out bags and markers for people to write memorial names on
- Put “No Bathroom” signs on doors to basement

During service

- Chair will operate the lighting panel. Lights turned off during Silent Night, then turned back on after.
- Reader and candle lighter will present the Christmas Story according to the bulletin. As the Reader reads the story, the candle lighter will light the appropriate candles and then extinguish them when the time comes in the story so that only the Jesus candle remains lit.
- The minister will use the Jesus candle to light the hand-held candles during Silent Night.
- Volunteers will put sand in lunch bags and line the walkway. They will then put lighted votive candles in the bags after the sermon.
- After the service, greeters will collect the hand-held candles.

Parking, sidewalks, and Chapel facilities

- The Town of Webb will plow the parking lot. Three weeks in advance, call the Town of Webb Highway Supervisor to confirm
- The chapel is opened at 2:30 p.m.
- The orange “no parking” cones are placed along the road when the chapel is opened.
- The front door must be unshuttered before the service.
- For safety reasons, the sidewalk to the front door, the bilco door, and the side entrance need to be shoveled and salted.
- No bathrooms are available for use. Signs should be placed on their doors saying that they are out of service.
- After the service, the chapel needs to be locked, the lights turned off and the heat turned down, fire in fireplace scattered so that coals will burn out quickly.

Heat

Chair needs to make sure that someone turns up the heat a little bit each day for several days before the service. If you don't, water will pool on the windowsills. The vent covers are placed in the side room. Vent covers need to be replaced at the end of the service and heat set back to 40 degrees.

Liturgy

- The minister or a designee lights the candles of the crèche as the Nativity story is read. Each candle is then extinguished until only the one representing Jesus is left burning. A Trustee reads the Nativity Story.
- With the lighted candle, the candle-lighters then light their candles. They light the first candle in each pew. The candles are then lit through the pew. Silent Night is played throughout the candle lighting. The rest of the Chapel lights are turned off.
- At the conclusion of the congregation singing Silent Night and told by the minister, the candles are extinguished and the lights are turned back on.
- The bulletin is printed and an article is written for the Old Forge Papers by the Worship chairperson.
- A bulletin sample is in the Worship Committee folder in the Clerk's file.