

Councilmember In Charge (CIC)

2025 Sunday Morning Responsibilities Early CIC: 7 – 9:30 am; Late CIC: 9:30 am – 12:30 pm

SUBSTITUTE: Please arrange for your own substitute when you cannot be present and report the change to the church office for their information.

PURPOSE OF CIC

Represent the Church. Connect with people.

Be responsible for support of Worship Services and activities.

Before serving, accompany an experienced CIC for a couple of Sundays.

- In the pastor's absence, serve as his/her representative at public functions at our Church and make decisions needing immediate attention. You are in charge.
- Please report all pertinent matters to the pastor and the Executive Administrator (if facility-related), later for follow-up.

WELCOME: Be a welcoming, smiling face. Greet people, especially those who are not talking with anyone at the time. Introduce guests to members.

TAKE RESPONSIBILITY IN CASE OF EMERGENCIES. (See page 7 for instructions.)

FACILITY PREP

EARLY CIC: 7:00-9:30 a.m.

7:00 am Doors:

- All doors are scheduled to be unlocked electronically one hour prior to the first service start time.
- Doors not to unlock.
 - Double doors leading to the garden area between the Sanctuary and the Parish Hall.
 - Education and Children Wings' Exit Doors
 - Kitchen Exit Doors
 - Individual Office Doors

Notes on Keys:

- The "A" key unlocks all doors in the old portion of the facility.
- The "GMK" key unlocks doors in the CLC

Turn on Lights – (See page 8 for switch locations.) Thermostats – (See page 8 for thermostat locations.)

- (All thermostats are pre-programmed. Check each thermostat to make sure it has not been turned to the "off" position.) Do not set the AC lower than 69 degrees. Setting the temp lower will often cause the unit to freeze up.

Sanctuary Sound System:

- The toggle switch is on the right side of the black unit in the balcony.
- Make sure the sound system is on and working. It takes several moments for the system to turn on all components completely.
- Test the system with the lectern microphone.
- Normally, there is no need to adjust the sound levels; however, be at the soundboard for the beginning of the service and make any necessary adjustments.

Flowers for the Traditional Worship Service are placed on stands behind the altar. Flowers can be found at the office entrance. The round cut-glass vases are used for the sanctuary. Prior to Sunday, a staff member will communicate the status of flowers (Will there be flowers? Will the sponsor take the flowers home right after worship? Are there any special instructions on what to do with the flowers?).

WORSHIP PREP AND SUPPORT

General Responsibilities:

- Ensure volunteers (readers and greeters are present at both Traditional and Rejoice). If not, recruit volunteers.
- Ensure the paraments are the correct color. Use the laminated chart in the sacristy.
- Before each worship service, check the entire worship center for any safety hazards or concerns and address.
- Ensure everything is set up and in place for worship.
- At all times, be alert and aware of any needs by the pastor, worship leaders, or any worship attendees.
- Be the eyes and ears of the congregation during worship. Check:
 - For Safety Issues
 - Monitor Entrances. Be aware of possible concerns.
 - Report back to the Executive Administrator any concerns, repairs, etc.
- Count attendance at the beginning of the readings and complete the attendance sheet at the greeting tables. Place the attendance sheets on the front receptionist desk.

7:30 am:

- Make sure bulletins, Echoes Lites, connection cards, and worship leader folder are on the sanctuary greeting table.
- Confirm candles are filled with oil.
- Light the Eternal Flame on the wall behind the altar.
- Confirm communion is set up:
 - Chalice with a small amount of wine; covered with a square white cloth.
 - Host dish with one large host and covered with a square white cloth.
 - Four cups and wafers on the altar.
 - Trays of wine and grape juice are full and ready to serve.
 - A reference drawing of the altar setup is on the back of the door leading from the right sacristy to the altar.
- Check with the pastor, usher, and greeters for any special needs.

7:45 am:

- Acolytes: Check to see that acolytes are present and prepared for their duty. If there are no acolytes, you are to light the altar candles about 10 minutes before worship begins.
- Guests: Welcome and be of assistance to guest speakers, special guests, and supply pastors.

8:00 am - Worship begins.

- After the organ prelude stops, ring the church bell (or get someone to do it) six times.
- Light Acolyte's candle lighter after Confession. Send them in as people begin singing.
- During worship, be handy for any needs. (Do you know where fire extinguishers are located?)

After 8 am Worship:

- Make sure someone tidies up the sanctuary.
- Leave sound system on for the 11:15 service.
- Leave sanctuary lights on for the 11:15 service.
- Make sure ALL candles are extinguished.
- Make sure two Tellers collect the offering from the offering plates, place the offering in the bank bag, and place the bag in the safe located in the office workroom.

9:00 am – Preparation for Rejoice! Worship (CLC):

- Visit the CLC to check on Rejoice! Worship preparation. Check with head ushers. Check coffee service in CLC lobby.
- Confirm candles are filled with oil.
- Confirm communion is set up
 - Chalice with a small amount of wine; covered with a square white cloth (on altar).
 - Host dish with one large host covered with a white square cloth (on altar).
 - Communion supplies are in place for two communion stations. (Empty cups, basket for used cups, etc.)
- Check with the pastor, usher, and greeters for any special needs for Rejoice! Worship.
- Make sure bulletins, Echoes Lite, connection cards, and worship leader folder are at the welcome table.
- Acolytes: Check to see that acolytes are present and prepared for their duty. If there are no acolytes, you are to light the altar candles about 10 minutes before worship begins.
- Make sure the next CIC is here, communicate any information that would be helpful for them, and hand off the keys.

Flowers for the Rejoice Worship Service are placed on stands on the floor at both ends of the risers. Flowers can be found at the office entrance. The square cut-glass vases are used for the CLC. Prior to Sunday, a staff member will communicate the status of flowers (Will there be flowers? Will the sponsor take the flowers home right after worship? Are there any special instructions on what to do with the flowers?).

LATE CIC: 9:30 am to 12:30 pm

**WORSHIP PREP AND SUPPORT FOR REJOICE! WORSHIP
AND HISPANIC WORSHIP**

General Responsibilities:

- **It is best to arrive well before 9:30 am to make sure everything is ready for the Rejoice service, to get the keys, and consult with the early CIC.**
- Consult with early CIC about any special needs or circumstances., and receive keys from early CIC.
- At all times, be alert and aware of any needs by the pastor, worship leaders, or any worship attendees.
- Be the eyes and ears of the congregation during worship. Check:
 - For Safety Issues
 - Monitor Entrances. Be aware of possible concerns.
 - Report back to the Executive Administrator any concerns, repairs, etc.
- Count attendance at the beginning of the readings and complete the attendance sheet at the greeting tables. Place the attendance sheets on the front receptionist desk.
- Check with the head ushers to make sure that all positions are filled.
- Confirm that greeters, worship assistant, and reader are present.
- Remind greeters to: hand out bulletins, Echoes Lite, sermon handout if available, and connection cards.
- Remind greeters not to have their backs turned to the doors—people coming in need to see their faces. Greeters should stay at the welcome table until 9:40 am for latecomers.
- Remain in the back of the CLC or in the lobby during the Rejoice! Service. Watch for any needs of worshipers and monitor people coming in and out.

Be a welcoming and smiling face. Welcome and be of assistance to guest speakers, special guests, and supply pastors.

9:30 am - Rejoice! Worship begins:

- Be handy for any needs. (Do you know where fire extinguishers are kept?)

After Rejoice! Worship:

- Make sure two Tellers collect the offering from the offering plates, place the offering in the bank bag, and place the bag in the safe located in the office workroom. Make sure someone tidies up the CLC.

10:40 am – Prep for Hispanic Worship:

- Make sure the supply tub (labeled Hispanic Worship) is on the welcome table.
- Check with lay leaders for special needs.
- Communion is first and third Sundays of every month. Confirm communion is set up.
 - Chalice with a small amount of **grape juice**; covered with a square white cloth.
 - Host dish with one large host covered with a white square cloth (on altar).
 - Wafers and cups.

11:00 am - Hispanic Worship begins in CLC.

WORSHIP PREP AND SUPPORT FOR 11:15 TRADITIONAL WORSHIP

General Responsibilities:

- Ensure volunteers (readers, ushers, greeters are present). If not, recruit volunteers.
- Before the-worship service, check the entire worship center for any safety hazards or concerns and address.
- Ensure everything is set up and in place for worship.
- At all times, be alert and aware of any needs by the pastor, worship leaders, or any worship attendees.
- Be the eyes and ears of the congregation during worship. Check:
 - For Safety Issues
 - Monitor Entrances. Be aware of possible concerns.
 - Report back to the Executive Administrator any concerns, repairs, etc.
- Count attendance at the beginning of the readings and complete the attendance sheet at the greeting tables. Place the attendance sheets on the front receptionist desk.

10:45 am – Preparation for 11:15 Worship (Sanctuary):

- Make sure the lights are still turned on in the Sanctuary.
- Make sure the sound system is still on. Test the system with the lectern microphone. If it's not on, flip the toggle switch on the right side of the black unit in the balcony. Then, recheck the lectern. It takes several moments for the system to turn on all components completely.
- Light the Eternal Flame on the wall behind the altar.
- Make sure bulletins, Echoes Lites, connection cards, and worship leader folder are on the sanctuary greeting table.
- Confirm candles are filled with oil.
- Confirm communion is set up:
 - Chalice with a small amount of wine; covered with a square white cloth.
 - Host dish with one large host and covered with a square white cloth.
 - Four cups and wafers on the altar
 - Trays of wine and grape juice are full and ready to serve
 - A reference drawing of the altar setup is on the back of the door leading from the right sacristy to the altar
- Check with the pastor, usher, and greeters for any special needs.

Flowers for the 11:15 Traditional Worship Service are placed on stands behind the altar. Use the same flowers from the 8 am service (if the flower sponsor did not take them home after the 8:00 service). Check the bulletin to confirm whether or not there are flowers for this service. Also, a staff member should have communicated to you about the flowers prior to Sunday.

11:00 am:

- Acolytes: Check to see that acolytes are present and prepared for their duty. If there are no acolytes, you are to light the altar candles about 10 minutes before worship begins.
- Guests: Welcome and be of assistance to guest speakers, special guests, and supply pastors.

11:15 am – Traditional Worship begins in Sanctuary:

- After the organ prelude stops, ring the church bell (or get someone to do it) six times.
- Light Acolyte's candle lighter after Confession. Send them in as people begin singing. If there are no acolytes, you are to light the altar candles about 10 minutes before worship begins.
- During worship, be handy for any needs. (Do you know where fire extinguishers are located?)

11:20 am:

- Once the Traditional Service has begun, check in on the Hispanic Worship in the CLC to make sure everything is running smoothly.

After the Traditional Worship Service Ends (Sanctuary):

- Make sure someone tidies up the sanctuary.
- Turn off sound system.
- Turn off all sanctuary lights and fans.
- Make sure ALL candles are extinguished, including Eternal Flame.
- Make sure outside door to sacristy is closed tight.

After Hispanic Service Ends (CLC):

- Extinguish candles.
- Turn off the CLC sound system. Each location is labeled 1, 2, and 3.
 - #1 - Speakers – Go to the electrical room in the far-left storage room. Turn off the speaker breakers (labeled) in the first breaker box on the right as you enter the electrical closet. Close the breaker box and make sure the electrical closet is closed.
 - #2 - Amplifier – Turn off the amplifier. It is located next to the left-side stage entrance. The switch is labeled with a yellow sticky.
 - #3 - Soundboard – Turn off the sound system in the media booth. The switch is on the black box labeled with a yellow sticky.
- Turn off all lights. Areas with motion-sensor switches will turn off automatically.
 - The CLC light switch is located on the back wall of the media booth.
 - The altar spotlight switch is in the media booth on the left side as you enter the booth.
 - CLC Hallway. On the right side of the double doors as you enter CLC from the office hallway and to the left of the first set of double doors
- All exterior doors lock automatically. Still, check to make sure the doors are locked.
- Make the rounds of all perimeter doors and push on the door to ensure each door is locked.
- Lock the metal double door that separates the CLC from the rest of the facility. Secure the top pin on the left door before locking the right door.

After all Services Have Ended and Checklist is Complete:

- Return keys to the church office and secure them in the lockbox at the end of the credenza next to the workroom.

EMERGENCIES

Respond to and supervise emergencies that may arise (i.e., illness, injury, accidents, fire, etc.).

For all life-threatening emergencies, direct someone to call 911 and meet the response team outside to direct the responders to the location of the emergency.

FIRE

- The fire alarm panel is on wall near office window and in the fire panel closet in the Parish Hall.
- In the event it goes off because someone pulled a fire pull or hits a sprinkler with a ball, immediately call the monitoring station (see below) before taking the next steps.
 - Give them our acct # and tell them not to send a fire truck.
 - Direct a person to be outside in case the fire department arrives. Bring the fire department on-site commander to you.
 - Go to both panels
- The hallway panel is opened with the key from CIC ring. It is silver and is stamped with #17021. Press the "silence alarm" and "reset" buttons.
- The panel in the Parish Hall fire panel closet. Press the "silence alarm" and "reset" buttons.
- Then call John Cilliers (512) 713-3121, and tell him what you are seeing on the panel message board.

FIRE ALARM PROCEDURES

- Call Impact Fire Services - 972-773-6910
- If there is a false alarm inform Impact Fire so the Fire Department does not respond.
- Bldg 1 is Main Building; Account # 1401-2069
- Bldg 2 is The Back Porch; Account # 86523
- 1st Contact: Jen Kendrick – 512-971-1185
- 2nd Contact: John Cilliers (512) 713-3121
- Non-Emergency Fire Dept: 512-671-2782
- Non-Emergency Police: 512-218-5500

FIRE EXTINGUISHERS are located throughout the facility near entrance/exit doors, inside the parish hall, Christian Life Center, and kitchens.

HEART ATTACK

The **AED** is located on the opposite wall outside of the office door to be used in case of heart attack victim.

- Direct someone to call 911 and to meet the ambulance/fire department outside and direct them to the victim's location.
- Open the panel. An alarm will sound.
- Open the AED case and follow the instructions.
- The AED will audibly tell you what steps to take.

| LIGHT SWITCH and FAN SWITCH LOCATIONS |
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| Sanctuary- right side of double doors in old narthex (before entering the Sanctuary) |
| Sanctuary fans -round switches 3 speeds |
| Sanctuary Hallway - right side 2 sets double doors and at exterior office entrance door |
| Sanctuary Hallway Fans –between the two sets of double doors at portico entrance |
| Parish Hall - left of double doors and adjacent to the nursery |
| Kitchen - Motion-Sensor Switch |
| Children’s Wing – on left side of short hall leading to this wing |
| Education Wing - left wall going opposite water fountains |
| Office - left side of door into office area |
| Office hall - on left as you go toward conference room |
| CLC Hallway - right side double door as you enter CLC and to the left of the first set of double doors |
| CLC – Main Lights – Inside Media Booth along back wall |
| Parlor- right wall as you enter from CLC |
| CLC Left Side Storage – Motion-Sensor Switch |
| CLC Right Side Storage – Motion-Sensor Switch |
| CLC Stage – to the left of the stage entrance |

| THERMOSTAT LOCATIONS |
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| Church sanctuary (One on each column) |
| Church balcony - at balcony entrance |
| Narthex (by women's restroom) |
| Palm Room wall left of sink area |
| Parish Hall -3 (by kitchen, by SS office, by nursery) |
| Centennial Sunday School Wing (halfway down hall) |
| Sunday School Wing (halfway down hall) |
| CLC narthex by the water fountain |
| CLC kitchen by the back door broom closet |
| Mayfield Parlor to right of double doors |
| CLC stage- far left wall of chair storage room |

If the temperature is not comfortable, press the up or down arrow to the desired temp. DO NOT PRESS HOLD. The system will later revert to its pre-programmed schedule.