

Holy Trinity Lutheran Church

Sanctuary Recital Procedures

Entering the Church

Only unlock the doors on the right side as you approach the sanctuary foyer. Turning the key all the way to the left will unlock the door.

Lighting

Sanctuary: In the foyer on the right side you will find the light panel, press the switch on the far right to Scene 1.

Foyer: There are light switches near the kitchen.

Moving the Piano (First Recital of the Day)

Provide detailed pictures or draw a map of where the piano and pews that need to be moved are currently located before setting up for your recital. Only two pews should need to be moved to place the piano in position in front of the church altar.

Leaving the Church

- Pick up all programs, garbage and belongings left behind
- Return any church belongings that may have been moved
- Return all pews to their original location
- Turn off Lights: Sanctuary, Foyer and Bathrooms
- Lock all doors. To lock the Main Entry:
 1. Close the doors
 2. Press down on the thumb latch and release
 3. Insert the key
 4. Turn the key all the way to the right to lock the doors
 5. Turn the key to the left only as far as you need to get the key to release from the lock
 6. Confirm that you cannot open the doors

Alternate method:

1. Insert key
 2. Press down on the thumb latch
 3. Turn the key all the way to the right while pressing the latch
 4. Release the latch
 5. Turn the key further to the right to lock the doors
 6. Turn the key to the left only as far as you need to get the key to release from the lock
 7. Confirm that you cannot open the doors
- Before leaving the church grounds, check all exterior doors from the outside to make sure that they are locked. There are 3 doors nearest to Mountclef Blvd, one accesses the restrooms, another accesses the congregation and the third provides access to the altar. At the main entrance are two sets of double doors and another door to the restrooms. Closest to the parking lot and Avenida de los Arboles is a door that gives access to the choir risers and piano.

Returning the Keys/Contacts

- Please return the keys ASAP to Bradley Gregory (805) 258-4030
- If Brad is not available with assistance in locking/unlocking the church, Virginia Walters may be contacted at (805) 208-0756.