

CPC Lock-Up Rotation

September 4, 2018–March 2, 2019

On your assigned week, simply go to the church **Monday–Friday** to lock the main door.

- The wrench to lock the two main doors is on the windowsill on either side of the door.
- Monday-Friday, lock up any time after 7:30 P.M.
- There is a calendar in the top drawer of the coffee bar with pertinent information of building use.
- Do a walk-through of the building to ensure no doors are propped open.
- Turn off any unused lights, make sure the coffee pot at coffee bar is shut off, the fountain in the upper gathering area is unplugged, and the popcorn machine is turned off on Wednesdays.
- If people are still in the building, they can get out after you lock, but no one can get in.
- There is a sign in the top drawer, below the phone at the coffee bar reminding people to turn off lights. If people are still in the building when you lock up, simply take the sign and hang it on the main door.
- The Trustees will lock on Sunday. Building is closed on Saturday.
- If you notice anything unusual let us know—we can check back on our security cameras.

If you have a one-day conflict, the following are on the sub list:

Katie Petermeier: (218) 259-3820

Bob and Gina Pittack: (218) 245-2193

If you need to switch a week, please trade with one of the other couples.

Sue & Jerry Pulkrabek: 326-8246

Doug & Shirley Johnson: 326-6972

George & Cathy Shields: 327-0282

Laurie Bailey and Ron Lane: 326-6415

Fred & Sandie Trappe: 326-2576

Steve & Julie Wright: 326-4628

Sam & Lenora Evans: 398-0063

Dick & Janice Burch: 903-357-2671

Norma Eppinga: 218-929-7478

We will do our best to inform you of office closings and special events when you won't need to lock-up, but don't hesitate to call and ask if you question something on the calendar. Thank you so much for helping with this service to your church!

Sept. 4-7: Laurie Bailey & Ron Lane
Sept. 10-14: Jerry & Sue Pulkrabek
Sept. 17-21: Dick & Janice Burch
Sept. 24-28: Norma Eppinga
Oct. 1-5: Fred & Sandie Trappe
Oct. 8-12: George & Cathy Shields
Oct. 15-19: Steve & Julie Wright
Oct. 22-26: Sam & Lenora Evans
Oct. 29- Nov. 2: Doug & Shirley Johnson
Nov. 5-9: Laurie Bailey & Ron Lane
Nov. 12-16: Jerry & Sue Pulkrabek
Nov. 19-23: Dick & Janice Burch
Nov. 26-30: Norma Eppinga

Dec. 3-7: Fred & Sandie Trappe
Dec. 10-14: George & Cathy Shields
Dec. 17-21: Steve & Julie Wright
Dec. 24-28: Sam & Lenora Evans
Dec. 31-Jan. 4: Doug & Shirley Johnson
Jan. 7-11: Laurie Bailey & Ron
Jan. 14-18: Jerry & Sue Pulkrabek
Jan. 21-25: Dick & Janice Burch
Jan. 28-Feb. 1: Norma Eppinga
Feb. 4-8: Fred & Sandie Trappe
Feb. 11-15: George & Cathy Shields
Feb. 18-22: Steve & Julie Wright
Feb. 25-Mar. 1: Sam & Lenora Evans