

# Guidelines for Moving of Chancel Furniture & Use of the Sound System

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## **Moving of chancel furniture:**

1. Because of the sensitive sound and electrical connections it contains, the pulpit may not be moved, except for purposes of a Kirk worship service for the general congregation. Any moving of the pulpit will require coordination with the Worship and Building & Grounds Committees.
2. The baptismal font, communion table and chairs may be moved to the sides of the chancel, but the Bible and communion ware should remain on the communion table.
3. Items on the communion table may be moved with permission of the Worship Committee. Extreme caution is needed when moving the glass, oil-burning candles.
4. **All items must be returned to their original location.** Chairs in the choir loft must be returned to their **original** position.

## **Use of the sound system:**

1. The wireless microphones may be used without special written permission. Any use of the sound system beyond that requires **written permission** from the Worship Committee.
2. The sound system is not to be used by an untrained user.
3. Non-Kirk groups/individuals planning to use the sound system need to make arrangements ahead of time to obtain **written permission** from the Kirk for use of the system. To obtain this permission, the non-Kirk group/individual must arrange to have someone trained in the use of the system, or arrange and pay for a qualified operator.