

Setting up and sorting out the chapel

I had a chance to speak to Neil Jeffers on Tuesday and ask about lights etc. This is what he shared with me and I am sharing it with you all, so that at any given time a committee member knows what is required of us vis à vis the chapel.

Firstly the lights. If you stand with your back to the piano and the door to the vestry shut, you will see a bank of 9 switches (3 x 3) on the wall to your right with a smaller panel to its right. The 9 switches are for all lights and the smaller panel is for the downlighters which are sited below the balcony. This small panel has several buttons. The top is to switch them on, the others are for dimming the lights. There is a similar panel for downlighters to the right of the main doors to the chapel hall. Please note that if you switch off the lights, there is a t 10 minute delay before they can be switched on again.

Chairs. There is a plan on the inside aspect of the vestry door. Luckily Sara has not required the chairs to be moved around much, if at all.

Neil has specified that when you stand at the front of the chapel and look down towards the entrance doors, all chairs should be exactly aligned. Also the kneelers, which start at the fourth row, are all in alphabetical order starting on the left as you look at the altar, across the aisle and on to the right hand block of chairs. And then row by row down the chapel. The reason for this is that, if visitors come to visit the chapel and want to see the kneeler of a family member, it can be located easily. Neil said not to worry too much about this but it's something for us to be aware of.

Hymn books. There should be one in the shelf in front of each chair. They are often dislodged when choir members pass along the rows and we need to make sure they are neatly stowed when we leave.

When we leave the chapel at the end of the rehearsal, all lights should be off and all doors internal and external closed. The caretaker (Andy Temple) will lock up.

Created by Christine Chalmers

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