

Altar Platform Move

Standard Operating Procedure

(Jeff P needs to add hand hold holes to back of platform to facilitate lifting it.)

Here's a run-down of what is necessary to move the platforms into place on the side of the sanctuary where the Luther concert band performed and where the old one used to be placed for Advent. If it was just to be moved up against the front wall to be out of the way, you should be able to see what could be skipped below.

Prepping for the move

1. Remove the candles and other paraments from the altar
2. Move the altar off the platform
 - a. 6 strong men/people
3. Move the baptismal font off the platform
 - a. 2 strong people
4. Disconnect the microphone wire from the lectern mic and move the lectern off the platform
 - a. 2 strong people
5. Lift the large top platform off the base platform
 - a. at least 8 strong people
6. Lift the lectern section off the base platform
 - a. 2-4 strong people
7. Move all of the step sections (8) away from the platform
 - a. 2 people on each
8. Remove the two C-clamps (one on each end) that hold the two base platforms together
9. Disconnect the TV monitors and move out of the way
 - a. Unlock the wheels before moving
 - b. Disconnect the video wire at the monitor
 - c. Disconnect the power at the wall plug and wind up the cord and attach to the monitor stand
10. Move the video wiring out of the way
11. Move chairs out of the way

Moving the Platform

1. With 2-3 people on each end of the smaller base platform,

carefully slide that away from the main platform in order to get to the wheel assemblies

2. There are 6 wheel assemblies on the large platform and 4 on the smaller one. They are located on the front and back of each section and near the middle of the large section.
3. While 4 strong people hold up one end of the large platform, another person can rotate the wheel assemblies down into their locking positions on that same end
4. Do the same on the other end of the large platform
5. And finally the center assemblies
6. While 3 strong people hold up one end of the small platform, another person can rotate the wheel assemblies down into their locking positions on that same end
7. Do the same on the other end of the small platform
8. Wheel the platforms to their new position
 - a. **It is critical** that everything is removed from the platforms and no one is standing on the platforms when they are in the 'wheels down' position, as the framing holding the wheels may buckle
9. For Advent, we had considered moving the smaller, rectangular one to the far 'front' of the sanctuary and only using the larger of the two on the side of the sanctuary. That was the idea when I designed them. The large top platform could be put on top still, though I don't think both the large top platform and the lectern platform will fit on the large bottom section very well.
10. Reroute the wiring for the TV monitors and lectern mic
11. Hold up one end of the platform and rotate the wheel jacks out of the way, set platform down
12. Repeat for the other end of the platform
13. Repeat for the smaller section, as necessary

Set Up Altar

1. Place the steps around the platform
2. Move the TV monitors back in place
 - b. Lock wheels
 - c. Reconnect wiring
3. Place the altar back on the platform
4. Place the lectern back on the platform and connect wiring
5. Place the baptismal font back on the platform
6. Place the paraments and candles back on the altar

7. Reposition the chairs

Additional Set-up for Advent

1. Add additional speakers to fill in sound where the altar platform normally goes. This space is not covered by the speakers hanging from the ceiling, so it's not a good place to put extra chairs unless the additional floor stand speakers are added.
2. Test lectern mic and TV monitors to ensure they're connected and functioning properly.

Commentary: While some really like this set-up for Advent, there are others that are very much opposed to it. Some because neither the sound system nor lighting is set up for it, others because they actually believe the Mulders donated money for the site and wanted the sanctuary just the way it is now. Chris Quello put that idea to rest when I once mentioned it to him. Others say the altar has to be under the cross. Not sure there's any requirement for that and there is a cross in one of the paintings on the side wall. That doesn't stop people from voicing opinions.

There was talked about the need for better lighting for the front of the sanctuary, with the current lighting being reused for the side arrangement. Nothing came of that discussion.