

I. Use Request Form
Apostolic Lutheran Church of Hockinson

Completion and approval of this form will formally reserve the church facility and help prevent a scheduling conflict with other planned events.

One person from the party requesting use of the church shall be the “**Contact Person**”:

The Contact Person shall be a voting member of the congregation. The Contact Person is responsible that all activities are in accordance with the attached policies and guidelines while the church facility is being used for your event. If the Officiant is not from the Hockinson Apostolic Lutheran Church, it is the Contact Person’s responsibility to ensure that he has a copy of the Church/Facility Use Guidelines and is familiar with them.

Requests to use the church should be submitted to a Board Member and should include the name of the Contact Person, the date and time requested, and a written description of the intended use. (When possible a minimum of 45 days advance notice is desired. This will help to allow consideration at a regularly scheduled board meeting.) It is understood that funerals are an exception.

Officiant: _____ Assistant: _____

Contact Person: _____
First Name *Last Name*

Phone Number 1 *Phone Number 2* *E-mail*

Date(s) Requested: _____ Time Requested: _____

Description of use:

I acknowledge that I have received and understand the Church/Facility Use Guidelines of the Apostolic Lutheran Church of Hockinson

Contact Person _____
Date

Board Approval:	<i>Basement Only</i> <input type="checkbox"/>	<i>Entire Building</i> <input type="checkbox"/>
Board Comments:		
_____	_____	_____
<i>Board member</i>		<i>Date</i>

II. Church/Facility Guidelines

Apostolic Lutheran Church of Hockinson

These Guidelines are intended to aid in facilitating the use of our church building. The Guidelines were drafted by the Board of Trustees and selected members of the congregation in accordance with New Business Item # 8 of the 2002 Annual Business Meeting. The guidelines may be amended by the Board and are not intended to restrict the Board's authority in making decisions on a "case by case basis" as approved in the afore mentioned Item # 8 and in accordance with the Hockinson Apostolic Lutheran Church By-Laws.

Contents

- I.** Use Request Form (*To be filled out*)
- II.** Guidelines (*Applies to all events*)
- III.** General Facility Use Checklist (*Applies to all events*)
- IV.** Specific Duties of those appointed to oversee areas of the church
- V.** Funeral Checklist (*Applies to funerals*)
- VI.** Wedding Checklist (*Applies to weddings*)
- VII.** Wedding Receptions (*Applies mainly to weddings*)
 - 1.** General kitchen information
 - 2.** Estimating Amounts for Wedding Receptions
 - 3.** Miscellaneous Information-Reception
- VIII.** Contacts List (*Applies to all events*)
- IX.** Church Basement Sketch

Principle Guidelines:

1. Ministers of the [Hockinson] Apostolic Lutheran Church shall conduct or oversee events involving official ministerial duties.*
2. You are encouraged to meet with one of the Pastors or Ministers of the Hockinson Apostolic Lutheran Church to go over these Guidelines to address any questions or concerns (*see Contacts List on page 12*).
3. If approval has been given for church use that involves structured doctrinal teaching or spiritual guidance, it is the Pastors' or Ministers' of the Hockinson Apostolic Lutheran Church position to oversee these activities.
4. No alcoholic beverages allowed on the church premises.*
5. The use of Hymns and spiritual songs is encouraged to reflect the general wishes of the congregation. It is the Officiant's position to review and approve the music and song selections. "*Speaking to yourselves in psalms and hymns and spiritual songs, singing and making melody in your heart to the Lord*" (*Ephesians 5:19*)*
6. Musical instruments provided by the church are preferred. In the event of other choices, we sincerely ask that all parties will prayerfully consider the wishes of the congregation.*

* Items marked as such are congregational decisions made at the annual meeting on 1/13/07.

General Building Use Guidelines:

1. Every effort should be made not to direct questions regarding the facility and its operation to the Chairman or Officiant (*see Contacts List on page 12*).
2. When approval has been given for use of the basement only, the doors to the stairways should remain closed and only the basement restrooms should be used.
3. If the audio system is needed, the Audio/Streaming Scheduler should be contacted (*see Contacts List on page 12*).
4. The sound system and its wiring in the pulpit area are sensitive and should not be tampered with.*
5. Be careful if you are placing plants on the organ to ensure there will be no water, etc. leaking on the organ.
6. Please do not use tacks to attach decorations to the pews, walls or woodwork. Packaging tape, hooks, or ribbon work well. Please do not use household cellophane tape as it leaves a film and is difficult to remove.
7. Please do not remove silk plants, some of which have been anchored in place.*
8. Please do not remove items from bulletin boards. They may be covered up, but not taken down.*
9. The church shall remain adequately lighted.
10. Photographic equipment may be used during a holy ceremony as long as it is done discreetly and with limited use of flash equipment in order to preserve the sacredness of the holy occasion.*
11. Children should be prevented from running in the sanctuary.
12. Everyone shall leave the church parking lot at the posted speed, taking care that no one is hurt.*
13. Cleanup is the responsibility of the party using the facility. Funerals are exempt from this responsibility (*see General Facility Use Checklist on page 4*).

As members of the church body we have the freedom to use the church and the responsibility to maintain it. Please be respectful of both our church and its people.*

The Hockinson Apostolic Lutheran Church does not charge a use fee; however, it is always good to show appreciation to the church volunteers who made your use of the church possible. A donation to help defray wear-and-tear and facility expenses (i.e. electricity, water, sewer, maintenance, etc.) may also be appropriate.*

Endeavoring to keep the unity of the Spirit in the bond of peace. (Eph 4:3) Persons using the church should respect the wishes of the congregation and conduct themselves in the light of Scripture.

* Items marked as such are congregational decisions made at the annual meeting on 1/13/07.

III. General Facility Use Checklist Apostolic Lutheran Church of Hockinson

Pre-Event

- Facilities Use Request form completed and submitted to the board of trustees.
- Church/Facility Use Guidelines received.
- Receive approval for the request.
- Audio/Streaming Scheduler Notified (*see Contacts List on page 12*)
- Heating/Cooling programming must be adjusted (*see Contacts List on page 12*)
- Organist Notified (*see Contacts List on page 12*)
- Kitchen Committee Notified (*see Contacts List on page 12*)

During the event/s

- Lighting is adequate (*inside and outside*)

Clean-up

Hired Cleaners are available. (*See Contacts List on page 12*)

The suggested payment when hiring this job out is \$90 depending on the size of the event, Hired Cleaners may suggest a lower or higher rate. If Cleaners are not hired, your **Contact Person** shall insure that all cleanup is completed by the various family members etc... General cleaning instructions are posted in the janitorial room in the basement and the vacuum hoses are located in the storage closet at the top of the stairs at the front of the sanctuary, both accessible with a church key. The church will provide cleanup service for funerals

- Remove all plants, flowers, decorations and other incidentals.
- After each use (*including preparation use*) of the church is complete, restock toilet paper and hand towels.
- Sweep, vacuum, and mop all floors as needed. (Including entries and stairways)
- Cleanup and sweep exterior entrances and empty the ashtrays.
- Empty wastebaskets.
- Cleanup debris from parking lot and driveway.
- Haul away all garbage or pay \$35 to the treasurer if you choose to leave it at the church.
*If leaving garbage, please place it in the dumpster. If the dumpster is full, stomp it down.
If stomping is done and there is no room left, place it inside the fence away from the gate.*

Final Details

- Ensure that the hot water booster is shut off if the dishwasher has been used.
- Turn off all lights and lock all exterior doors.
- Close the entrance gate after everyone has exited the church.
- Return church key if one is borrowed

IV. Duties of Positions

Apostolic Lutheran Church of Hockinson

Wedding Coordinator *(see Contacts List on page 12)*

The Wedding Coordinator is to oversee the coordination of the Wedding, Reception and Wedding Rehearsal. The Wedding Coordinators are also available to help you with any questions that may arise anytime during the planning process. You are encouraged to contact a Coordinator early in the planning process.

Organ Scheduler *(see Contacts List on page 12)*

If you are using an organist that is not familiar with the organ; you may need to contact the Organ Scheduler to oversee the organ and organist, the Organ Scheduler can unlock and familiarize them with the operation of the church organ.

Church maintenance *(see Contacts List on page 12)*

Head of Church Maintenance should be notified of any items that need attention.

Cleaning/supplies *(see Contacts List on page 12)*

The Cleaning and Cleaning supplies persons are available to answer any question concerning the cleaning of the facility and restocking of the sanitary paper products.

Kitchen Committee *(see Contacts List on page 12)*

The Kitchen Committee is to over see all activities concerning the kitchen and meals. The Kitchen Committee is available to answer any question concerning the kitchen or the operation of the kitchen equipment and help with meal and quantity suggestions

Audio/Streaming Scheduler *(see Contacts List on page 12)*

The Audio/Streaming Scheduler is to oversee the audio/streaming system including microphone setup, recording, maintaining the sound levels, and connecting to the website for remote listeners. Events in the basement often require scheduling a sound technician for the use of the wireless microphone. If you need a Sound Technician, please allow for a *minimum two week notice*. Please note that the Sound Techs may not be available during normal working hours. Compensation may be required.

Webmaster *(see Contacts List on page 12)*

The Webmaster is to maintain the church website as well as post any news or member related information. Your Contact person should notify the Webmaster of any funeral arrangements you may want posted to the website.

V. Funeral Checklist

Apostolic Lutheran Church of Hockinson

Also see General Facilities Use Checklist

Note: The Funeral Home Director will provide assistance in many of the following items

General

- Choose Funeral Home—Notify within two hours of death if possible (Layne's - 360-687-3143)
- Choose Visitation Time & Place—Check with out-of-town Family
- Choose Funeral Time & Place—Check with out-of-town Family
- If a formal visitation service is desired, choose an emcee
- Submit Facilities Use Request form to the board of trustees (*see Contacts List on page 12*)
- Choose Officiant for Funeral Service (*see contacts list*). If the Officiant is not a pastor or minister of another Apostolic Lutheran Church, be advised that you are responsible to contact a Minister of the Hockinson Apostolic Lutheran Church to oversee the service as per Principle Guideline 1 on page 2.
- Choose Cemetery & Grave Site
- Choose Pall Bearers
- Notify Kitchen Committee of Food Needs (*see Contacts List on page 12*)
- Notify Cleaners of Service Times (*see contacts list*)
- Write obituary and send to newspaper (*funeral director may do this*)
- Meet with Funeral Home Director—
 - Pick out coffin
 - Bring burial clothes for the deceased
 - Inform director of graveyard & Grave site
 - Set up visitation & service time
 - Choose Memorial / Thank-You Cards (Cover graphics & verse)
 - Choose Temporary Grave Marker—Do Headstones Later
 - Inform Director of Order of Service when you can
- Notify webmaster of visitation & funeral Times (*see Contacts List on page 12*)
- Notify Organist of Music wishes (*see contacts list*)
- Notify Audio/Streaming Scheduler of audio System & Recording needs (*see Contacts List on page 12*)
- Choose Songs for Visitation & Funeral Service
- Choose photographer/video if desired

Visitation: *If a more formal visitation is desired, choose an emcee, inform him of your wishes and let him coordinate and help organize the service.*

Some ideas for a visitation service are:

- Floral for Coffin
- Guest Registration Book & Table
- “Reserved” sign for family on Senior Lounge door if desired
- Bible Verses and or Poems for Picture Table
- Kleenex Boxes in Front Rows
- Set up picture table in front of church if wanted
- Pictures and or Picture Boards (*Layne's has three Tri-Pods*)
- Power Point Picture Presentation
- Notify Facility Coordinator with any needs (*see Contacts List on page 12*)

Funeral

- Set up Order of Service—Officiant(s) may help with this
- Eulogy—Officiant(s), Family member, or friend may do this
- Reserved Family Seating (*determine and reserve number of benches on one or both sides of the aisle*)
- Final Viewing—Before or after the Service
- Guest Registration Book & Table
- Boutonnieres for Pall Bearers
- Kleenex Boxes in Family Seating Benches

VII. Wedding Checklist

Apostolic Lutheran Church of Hockinson

And he answered and said unto them, Have ye not read, that he which made them at the beginning made them male and female, And said, For this cause shall a man leave father and mother, and shall cleave to his wife: and they twain shall be one flesh? (Matthew 19:4-5)

Also see General Facilities Use Checklist

- Choose a Contact Person** (*perhaps a parent*)
This person shall be a dues paying member of the congregation. You are responsible that the Contact Person who is signing the Use Request Form has received a copy of the Church/Facility Guidelines. The Contact Person will be responsible that all activities are in accordance with these guidelines during use of the church for your rehearsal, wedding, and/or reception, and shall ensure that the church is properly cleaned and ready for the next scheduled church service.
- Submit Facilities Use Request form to the Chairman or Board of Trustees** (*see Contacts List on page 12*)
Arrange dates for both rehearsal and the wedding/reception with the Chairman. *Please avoid contacting the Board of Trustees with general questions; instead, refer to the Contacts List or call a Wedding Coordinator.*
- Select an Officiant**
Once you have selected an Officiant and if he is not from the Hockinson Apostolic Lutheran Church, you are responsible to see that he has received a copy of the Church/Facility Guidelines. Be prepared with his telephone number and address if he is not from our local area. You are encouraged to meet with the Officiant early in the planning process to go over the Church/Facility Guidelines to address any questions or areas of concern. If the Officiant is not a pastor or minister of another Apostolic Lutheran Church, be advised that you are responsible to contact a Minister of the Hockinson Apostolic Lutheran Church to oversee the ceremony as per instruction on Principle Guideline 1 on page 2.
- Contact a Wedding Coordinator** (*see Contacts List on page 12*)
- Choose Organist** (*see Contacts List on page 12*)
This is an important part of your wedding and requires a lot of time and effort on the organist's part. Please give your organist the selected music *well in advance*. Organists may charge a fee for their services.
- Choose Head of Kitchen** (*not to be confused with the Kitchen Committee*)
Generally one or two people will be chosen for this task. The more advance notice you can give, the better. The head of kitchen should have a list of helpers and servers and their assigned tasks *ahead of time*. Communicate to the head of kitchen the extent, if any, of her involvement in the planning process - or will she mainly supervise the helpers during food preparation and the reception.
- Schedule Sound System Coverage** (*see Contacts List on page 12*)
Receptions in the basement also require scheduling a sound technician for the use of the wireless microphone. Please plan accordingly

❑ **Remote Listening**

If you know of someone wishing to listen remotely to the ceremony, direct them to go online to <http://www.hockinsonchurch.org> . All the information to listen online is posted there.

❑ **Donation for Use of the Church Facilities**

The church does not charge a use fee; however, it is suggested that the family make a donation to the church. If you wish to donate wedding supplies, check with a wedding coordinator or the kitchen committee to see what specific items might be needed.

❑ **Gifts of Appreciation**

It is appropriate to remember all those involved in making your big day a success. Please remember the pastor, organist, kitchen head and crew, sound system coverage, clean-up supervisor, etc. Many of these important jobs are “behind the scenes” and can be easily overlooked. Some will be compensated monetarily; others you will purchase a “remembrance” for. Written notes of thanks and appreciation are always appropriate.

❑ **General Wedding Guidelines**

- The use of Hymns and spiritual songs is encouraged to reflect the general wishes of the congregation. (“The Wedding March” is allowed.) .) It is the Officiant’s position to review and approve the music and song selections. *“Speaking to yourselves in psalms and hymns and spiritual songs, singing and making melody in your heart to the Lord” (Ephesians 5:19)**
- Musical instruments provided by the church are preferred. In the event of other choices, we sincerely ask that all parties will prayerfully consider the wishes of the congregation.*
- Wedding parties are encouraged to dress modestly in accordance with scripture. (I Timothy 2:9)
- It is requested that Holy Communion not be served to the bride and groom during the wedding ceremony as it is instituted for the congregation as a whole. (I Corinthians 10:16-17)

VII. 1. General Kitchen Information Apostolic Lutheran Church of Hockinson

Kitchen Helpers - The head(s) of kitchen should have a list of helpers and servers and their assigned tasks ahead of time. Also, you need to notify these helpers and servers ahead of time! Ask your helpers to report to the kitchen immediately following the ceremony, rather than going through the reception/serving line. The following are suggested numbers of people to help with the various duties:

Head of Kitchen	1 - 2
Family and friends (early preparation).....	8 - 12
Main kitchen crew (during wedding).....	6 - 8
Cake servers	2
Punch servers	1 - 2
Coffee server.....	1
Bridal table servers.....	2 - 3
Food items in main serving line.....	1 server per item
Beverage refills for tables, if desired	2 (note: more punch will be needed)
Table cleanup	2

Food Preparation - Family, friends, and head kitchen helpers generally take care of the main food preparation the morning of the wedding day. Some preparations may be made the day before the wedding. Plan to ask a few of the main kitchen crew to arrive at least one hour before the wedding to make coffee and punch, and to make final serving preparations.

Serving Items - There are many serving pieces available in the wedding supplies. Check this closet for platters, bowls, vases, trays, punchbowls, chafing dishes, etc.

Table Linens - There are tablecloths available. The lace tablecloth for the main serving counter is stored on a roll and covered with plastic. It should be hand-washed or dry-cleaned (instructions are found on the roll) and put back on the roll, in plastic, ready for the next use. Do not discard the cardboard roll or the plastic. The family is responsible for cleaning and returning all linens promptly as they are also used for other functions and may be needed before the next wedding.

Snacks for Wedding Party/Family - You may wish to have some food and drinks set aside for the wedding party and family to snack on after photographs and prior to the wedding.

Kitchen Cleanup- A family member should be available in the kitchen during cleanup to let the kitchen crew know what to do with extra food, decorations, garbage bags, etc. Be sure that the hot water booster is shut off if the dishwasher has been used.

Food Containers - Bring extra containers for leftover foods. Gallon-size zip-lock bags work great for many items. When making punch, it's a good idea to save some empty pop bottles for leftover punch. Remember a cooler or container of some sort if you plan to have a lunch packed for the bridal couple to take along. Designate someone to oversee packing it and giving it to the bridal couple before they leave the reception.

Leftovers - Please take home all perishable and opened food, or IF there is a church meal planned for the NEXT DAY, you may choose to leave it *along with a note for the head cook giving permission to use*. Please do not put leftover paper goods, silverware or other disposable items in the closet for wedding supplies. Either take them home or put them with other disposable items for general church use.

List of Resources - The wedding coordinators have accumulated lists of various resources and vendors for cakes, floral, photography, kitchen heads, etc. If you are interested, you may contact a wedding coordinator for names and phone numbers.

VII. 2. Estimating Amounts for Wedding Receptions

Apostolic Lutheran Church of Hockinson

If both families are from our own church community and/or local relationships are large, there will probably be a larger number of guests. 300-350 is probably average but some weddings have been as large as 650-700.

Items	350 Guests	600 Guests
Plates	350	600
Forks (remember spoons, too, if necessary).....	350	600
Napkins.....	375	650
Coffee Cups.....	200	300
<i>This varies with weather and serving size of cups used.</i>		
Coffee	2 pounds	3 pounds
Punch Cups.....	400	700
Punch (enough ingredients for)	25-30 gallons	40-45
gallons		
<i>This varies with weather and serving size of cups used.</i>		
Cake Servings.....	350-400	600-650
<i>This varies -- will cake be served in the main food line, at a separate cake table, or individually at tables? If not served in the main food line, remember small cake plates, extra napkins and forks.</i>		
Small Sandwiches (1"-2" size)	600	900
Large Sandwiches (or large rolls 3" size).....	400	700
Cookies/Bars.....	400	700
Nuts.....	8 pounds	12 pounds
Mints.....	6 pounds	10 pounds
Or Candy other than Mints	8 pounds	12 pounds

The Wedding Coordinators or those who have previously been head of the kitchen for a wedding may have records regarding other items and amounts served. Please feel free to check with them if you have further planning questions.

VII. 3. Miscellaneous Information-Receptions Apostolic Lutheran Church of Hockinson

Bridal Table(s) - Generally, the two center tables nearest the kitchen are used for the bridal party and family. The long bridal table measures 20'1 x 36''w and comfortably seats 20-22. The short family table measures 12'2''1 x 31''w and comfortably seats 12.

Dining Room Tables - In addition to the two bridal tables noted above, there are 8 long tables (20'1 x 31''w) and 19 short tables (9'1 x 31''w).

Serving Counter - The two main serving counters each measure 21' long x 3' wide.

Candles - If table decor includes candles, assign someone to light them before reception begins. Note: It is also a good idea to light the candles on altar candelabra prior to the ceremony to ensure they will burn. (But don't do this if they are the "light-one-time-only" type!)

Cake Delivery - Arrange to have someone available at the church for cake delivery time. This person should know where to set the cake up.

Floral Arrangements - Have someone available to meet the florist. This person should know where to store the flowers (the refrigerator may be full of food) and assist with placement of arrangements if necessary. Who will see that bouquets, corsages, and boutonnieres are given out—particularly to those involved in photos? A list of who gets what will be helpful!

Guest book - The church has a podium available for this use. If you wish to use some type of table, you'll need to make your own arrangements. Your guest book attendant could take the guest book downstairs once the ceremony begins. Those who missed signing may do so as they move through the reception/serving line.

List of Resources - The wedding coordinators have accumulated lists of various resources and vendors for cakes, floral, photography, kitchen heads, etc. If you are interested, you may contact a wedding coordinator for names and phone numbers.

Length of aisle for Aisle Runner – 90' from Archway to Chancel Rail.

Coffee Makers - The Church currently has 2 additional coffee makers that are reserved for wedding use. Contact a Wedding Coordinator if you wish to use them.

Kitchen Appliances – There is a special Stainless Steel cleaner/polish located under the sink next to the refrigerator. This cleaner **must** be used on all stainless steel appliances after use.

VIII. Contacts List - 2022
Apostolic Lutheran Church of Hockinson

Position	Name	Phone 1	Phone 2
Board of Trustees			
Chairman.....	Andy Mickelson.....	(360) 686-3638.....	
Assistant Chairman.....	Naaman Hannu.....	(360) 887-0962.....	
Secretary.....	Brian Seppanen.....	(360) 518-1539.....	
Assistant Secretary.....	Clint Matson.....	(360) 907-9959.....	
Treasurer.....	Jack Matson.....	(360) 247-5791.....	
Assistant Treasurer.....	Jay Matson.....	(360) 687-5331.....	
Trustee.....	Josh Traffie.....	(360) 263-5361.....	
Trustee.....	Doug Somero.....	(360) 686-3926.....	
Trustee.....	Reuben Kulla.....	(360) 263-4015.....	
Pastor/Ministers			
Senior Pastor.....	Phil Wilson.....	(360) 885-4861.....	
Associate Pastor.....	Paul Matson.....	(360) 944-0111.....	
Assistant Minister.....	John Isaacson.....	(360) 254-9281.....	
Assistant Minister.....	Donny Matson.....	(360) 686-3533.....	
Assistant Minister.....	Jacob Seppanen.....	(360) 713-1370....	
Other Positions			
Sunday School Superintendent.....	Matt Wilson.....	(360) 635-7421.....	
Visiting Minister Host Organizer.....	Sonya Mattila.....	(360) 901-1329.....	
Organ Scheduler.....	Carrie Holmgren.....	(360) 901-4248.....	
Organ Scheduler.....	Kirsten Wilson.....	(360) 606-5968.....	
Church Maintenance.....	Ernie Traffie.....	(360) 263-4950.....	
Church Maintenance.....	Lenny Warnke.....	(360) 892-9528.....	
Church Maintenance.....	Kyle Tapio.....	(360) 518-4071....	
Church Maintenance.....	Isaac Kulla.....	(360) 904-4860...	
Heating/Cooling Adjustments.....	Lenny Warnke.....	(360) 892-9528.....	
Cleaning Committee.....	Tara Kulla.....	(360) 904-8140.....	
Cleaning Committee.....	Kathy Kandoll.....	(360) 000-0000.....	
Cleaning Committee.....	Amanda Finnegan.....	(360) 737-9256.....	
Wedding Coordinator.....	Sue Matson.....	(360) 686-4033.....	
Funeral Coordinator.....	Carrie Holmgren.....	(360) 901-4248.....	
Funeral Coordinator.....	Heidi Wilson.....	(360) 798-0145.....	
Kitchen Committee.....	Crystal Jussila.....	(360) 852-1983.....	
Kitchen Committee.....	Kyla Matson.....	(360) 624-0630.....	
Kitchen Committee.....	Inger Nordahl.....	(360) 609-1911.....	
Audio/Streaming Coordinator.....	Matt Wilson.....	(360) 635-7421....	
Audio/Streaming Coordinator.....	Oren Matson.....	(360) 852-6455....	
Audio/Streaming Coordinator.....	Isaiah Stenersen.....	(360) 839-9016....	
Audio/Streaming Coordinator.....	Byron Tapply.....	(603) 562-7332.....	
Webmaster.....	Meredith Wuori.....	creativepurpleweb@gmail.com	
Webmaster Assistant.....	Travis Waineo.....	(810) 623-5034.....	

IX. Sketch of Church Basement

