

Facility Committee approved these guidelines for fire safety:*

The Facility Committee is setting these guidelines for use of candles during any services or any event anywhere in the church building and annex.

1. When possible, particularly in the sanctuary, place a globe around any burning candle. There are a number of large globes available in the Worship Committee storage closet in the balcony.
2. **All** candles must be in a proper candlestick or on a metal or flameproof container.
3. Votive candles must be in a proper votive candle holder.
4. If candles are used on windowsills it is especially important that they are properly protected.
5. During advent, there should be a glass or metal container where the person lighting the candles can put their used matches.
6. The environment person and the worship leader should be observant of the candles used during worship and should extinguish them as soon as the service has ended. They should also be alert to any incident that may occur with the candles during a service and should be prepared to extinguish them in an emergency.
7. Groups that are meeting throughout the building are all responsible to follow these guidelines.
8. Everyone should be aware of the location of the nearest fire extinguisher where candles are being burned.

Note: Fire blankets are located in usher's closet in main foyer as of 2006.

***Amended 2007 by Rod Houser**