

# Welcome to Shadyside Presbyterian Church

*We are grateful for your presence and invite you to participate in the worship, study, fellowship, and service of this congregation.*

**If you are a guest with us this morning**, our ushers are available to assist you. Following worship, we invite those who are new to the church to join us under the ficus tree in the Sharp Atrium, where representatives of our Welcome Committee will greet you and answer any questions you may have.

**Nursery care** is available for infants through three-year-olds during worship. Pagers are available. A cry room with an audio broadcast of worship is available downstairs in the Marks Room.

**Children in Worship** - At 11:00 a.m., families with two- and three-year-olds are welcome to report directly to the Nursery. Four-year-olds through second-graders attend worship and may exit with their teachers before the sermon to participate in children's chapel worship and Christian education. (If you are a first-time guest, please accompany your child to the Chapel before returning to the Sanctuary.) Parents should meet their children in the Christian education classrooms after worship. On the first Sunday of the month, all children are invited to remain in worship through the entire service for Communion. A bulletin insert designed for children is available in the Narthex.

**A video broadcast** of worship is available in the Craig Room, accessible through the Narthex at the back of the Sanctuary.

**Flower Ministry** - After worship, members of the Board of Deacons' Flower Ministry divide the chancel flowers into bouquets to be distributed to individuals who are celebrating joyous occasions and to those who could use some cheer. If you would like to deliver a bouquet to someone you know, please stop by the front of the Sanctuary after worship to receive one. Help us to share God's love through flowers.

**Prayer Request Cards** - You are invited to write on a Prayer Request Card the names of those who are sick or in need of intercessory prayer.

**Enlarged bulletins and individual listening devices for improved sound** are available in the Narthex at the back of the Sanctuary. Please see an usher for assistance.

**Fifth Avenue Parking** - Parking on the inbound side of the block from Wilkins Avenue to Amberson Avenue is not available on Sunday mornings. Parking is available on the outbound side as well as both sides of Fifth Avenue from Amberson Avenue into Oakland. We appreciate your helpfulness utilizing these available parking areas on Sunday mornings.

**Time of Fellowship** immediately follows worship. Please join us after the service for light refreshments and an opportunity to greet each other.

*! Please silence cellular phones and other mobile devices while in the Sanctuary.*

# Order of Worship

*The service of worship begins with the music of the prelude.*

*Through its power and brilliance, may you feel the majesty and glory of God; in its quietness, His peace.*

## PRELUDE

Song of Peace

Jean Langlais

Two Preludes

Craig Phillips

Adagio

It Is Well

## CALL TO WORSHIP

The Reverend Lynn M. Portz

Pastor: This is the day!

**People: This is the day that the LORD has made!**

Pastor: This is the day!

**People: We will rejoice!**

Pastor: This is the day!

**People: We will be glad in it!**

Pastor: This is the day!

**All: Let us worship God!**

Adapted from Psalm 118:24

## ▲ HYMN IN PROCESSION 478

Praise, My Soul, the King of Heaven

*Lauda anima*

## ▲ PRAYER OF ADORATION

### ORISON

Vincent Persichetti

O Light invisible, we praise Thee! We hail Thee! We hail the brighter glory; Almighty Lord, we praise Thee for Thy Light.

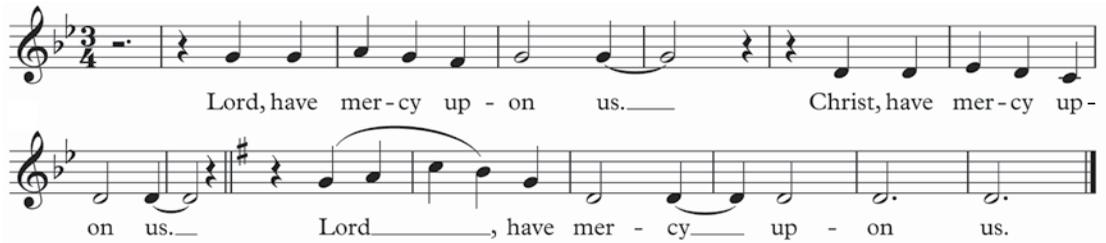
### PRAYER OF CONFESSION *(spoken in unison)*

Loving God, You asked for my hands, that You might use them for Your purpose. I gave them for a moment, then withdrew them, for the work was hard. You asked for my mouth to speak out against injustice. I gave You a whisper, that I might not be accused. You asked for my eyes to see the pain of poverty. I closed them, for I did not want to see. You asked for my life, that You might work through me. I gave a small part, so that I might not get too involved. Please, forgive my calculated efforts to serve You—only when it is convenient for me to do so, only in those places where it is safe to do so, and only with those who make it easy to do so. Forgive me, renew me, and send me out as a usable instrument, that I might take seriously the meaning of Your cross.

## SILENT CONFESSION

### KYRIE ELEISON *(sung in unison)*

Mark A. Anderson



Lord, have mer-cy up - on us.\_\_\_\_ Christ, have mer - cy up -  
on us.\_\_\_\_ Lord\_\_\_\_, have mer - cy\_\_\_\_ up - on us.

## ASSURANCE OF PARDON

Believe the good news of the Gospel:

**In Jesus Christ we are forgiven.**

### ▲ GLORIA PATRI *(sung in unison)*

Mark A. Anderson



Glo - ry be to the Fa ther, and to\_\_\_\_ the Son, and to the Ho - ly Spi - rit;  
as it was in the be - gin - ning\_\_\_\_, is now, and ev - er shall be  
world\_\_\_\_ with - out\_\_\_\_ end. A - - - men.

*Children who are participating in children's worship activities are invited to leave through the Sharp Atrium door. (If you are a first-time guest, please accompany your child to the Chapel before returning to the Sanctuary.)*

## WELCOME

### PRAYER FOR ILLUMINATION

**The Reverend Todd E. Leach**

### SCRIPTURE

Haggai 1:15b-2:9

page 878 of the Old Testament in the pew Bible

The Word of the Lord.

**Thanks be to God.**

## ANTHEM

King of Glory, King of Peace

Carson Cooman

King of glory, King of peace, I will love Thee; and that love may never cease, I will move Thee. Thou hast granted my request, Thou hast heard me; Thou didst note my working breast, Thou hast spared me. Wherefore with my utmost art I will sing Thee, and the cream of all my heart I will bring Thee. Though my sins against me cried, Thou didst clear me; and alone, when they replied, Thou didst hear me. Seven whole days, not one in seven, I will praise Thee; in my heart, though not in heaven, I can raise Thee. Small it is, in this poor sort to enroll Thee: e'en eternity's too short to extol Thee.

Text: George Herbert, 1633

## SCRIPTURE

Luke 20:27-38

page 84 of the New Testament in the pew Bible

The Word of the Lord.

**Thanks be to God.**

## SERMON

That's Why They're Sad, You See

The Reverend Dr. John A. Dalles

## ▲ HYMN OF RESPONSE 326

Spirit of God, Descend Upon My Heart

Morecambe

## ▲ AFFIRMATION OF FAITH

*The Apostles' Creed*

**I believe in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ His only Son our Lord; who was conceived by the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; He descended into hell; the third day He rose again from the dead; He ascended into heaven, and sitteth on the right hand of God the Father Almighty; from thence He shall come to judge the quick and the dead. I believe in the Holy Ghost; the holy catholic church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting. Amen.**

## PASTORAL PRAYER AND THE LORD'S PRAYER

**Our Father who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread; and forgive us our debts, as we forgive our debtors; and lead us not into temptation, but deliver us from evil. For Thine is the kingdom and the power and the glory, forever. Amen.**

## OFFERING ANTHEM

Great Is the Lord

Craig Phillips

Great is the LORD, and highly to be praised in the city of our God, the holy mountain, fairest of heights, the joy of all the earth, Mount Zion, the heights of Zaphon, the very center of the world and the city of the great King. We have waited in silence on Your loving kindness, O God; in the midst of Your temple. Your praise reaches to the world's end. Mount Zion is glad! The cities of Judah rejoice because of Your saving deeds! Go about Zion, walk round about her; consider well her bulwarks; that you may tell those who come after: This God is our God, our Guide forevermore.

Text: Psalm 48:1-2, 9-14

## ▲ DOXOLOGY

*Lasst uns erfreuen (Hymn no. 229)*

**Praise God from whom all blessings flow. Praise God, all creatures here below. Alleluia! Alleluia! Praise God above, ye heavenly host! Praise Father, Son, and Holy Ghost! Alleluia! Alleluia! Alleluia! Alleluia! Alleluia!**

## ▲ OFFERTORY PRAYER

## ▲ HYMN 562

Eternal Father, Strong to Save

*Melita*

## ▲ BENEDICTION

## ▲ CHORAL RESPONSE

## POSTLUDE

Recessional

Robert Cundick

# Today in Shadyside Presbyterian Church

**Acolytes for November** - Nadia J. Leach and Vinodhini G. Leach

**Ushers for November** - Barbara L. Dunkelman, Robert J. Ferguson, David M. Gilliland, and James S. Kissel.

**Coordinators:** Randy C. Adams II, Mark G. Allston, Brigetta P. Del Re, Raymond P. Fitzsimmons, Elise A. Hunter, Percy M. Jackson, and Robert P. O'Neil.

## About This Morning's Music

Vincent Persichetti and Carson Cooman both have Pennsylvania ties. Persichetti (1915–1987) was a native of Philadelphia. He was known for his integration of various new ideas in musical composition into his own work and teaching, as well as for training many noted composers in composition at the Juilliard School, in addition to Pittsburgh composer Joseph Willcox Jenkins. Other students included Philip Glass and Peter Schickele (P. D. Q. Bach). Carson Cooman (b. 1982) earned his Master of Music degree at Carnegie Mellon University in composition.

Craig Phillips (b. 1961) is a distinguished American composer and organist. His choral and organ music is heard in churches and cathedrals across the United States, and many of his works have been performed in concert throughout North America, Europe, and Asia. Dr. Phillips has been on the music staff at All Saints' Episcopal Church, Beverly Hills, for over twenty years.

## Daily Prayer Lectionary Readings

..... *November 10 – 17* .....

### **Sunday, November 10**

Psalms 19; 150  
Ezra 10:1-17  
Acts 24:10-21  
Luke 14:12-24

### **Tuesday, November 12**

Psalms 123; 146  
Nehemiah 9:26-38  
Revelation 18:9-20  
Matthew 15:21-28

### **Thursday, November 14**

Psalms 36; 147:12-20  
Nehemiah 6:1-19  
Revelation 19:1-10  
Matthew 16:1-12

### **Saturday, November 16**

Psalms 56; 149  
Nehemiah 13:4-22  
Revelation 20:1-6  
Matthew 16:21-28

### **Monday, November 11**

Psalms 135; 145  
Nehemiah 9:1-15 (16-25)  
Revelation 18:1-8  
Matthew 15:1-20

### **Wednesday, November 13**

Psalms 15; 147:1-11  
Nehemiah 7:73b–8:3, 5-18  
Revelation 18:21-24  
Matthew 15:29-39

### **Friday, November 15**

Psalms 130; 148  
Nehemiah 12:27-31a, 42b-47  
Revelation 19:11-16  
Matthew 16:13-20

### **Sunday, November 17**

Psalms 67; 150  
Ezra 7:(1-10) 11-26  
Acts 28:14b-23  
Luke 16:1-13

### Music in a Great Space Concert

..... *Sunday, November 24, at 3:00 p.m.* .....

Aaron Tan, organist

*Co-sponsored with the Organ Artists Series*

Limited quantity of complimentary tickets available to members; please contact the church office.

### A Service of Lessons and Carols

..... *Sunday, December 8, at 3:00 p.m.* .....

Join us for this service featuring a series of Scripture readings, carols, hymns, and choral anthems sung by the Chancel Choir in the tradition of King's College, Cambridge.

## News and Notes

**Stewardship Reminder** – If you have not submitted your pledge form, please remember to return it soon. Additional pledge forms are located in the pew racks. We greatly appreciate the many pledge forms that have already been received.

**Midweek Vespers** are held on Wednesdays at 7:00 p.m. in the Chapel. These thirty-minute candlelight worship services, with Communion, offer a more intimate worship experience in the midst of our hectic lives. Nursery care is available.

**Thursday Evening Bible Study** – You are invited to participate in a Bible study focusing on the book of Ecclesiastes. We typically gather from 8:00 to 9:30 p.m. on Thursdays in the Stamy Room. Our next meeting is Thursday, November 14. Join us as we continue to build community through study. For more information, please contact Deacon Adam Loucks through the church office.

**Christmas Wreaths** – Procure your festive and fragrant holiday décor while supporting nursery school scholarships! Beautiful 22- to 24-inch Christmas wreaths may be ordered with or without a red velvet bow and picked up in the Parish Hall the first week of December. The cost is \$25 each, or \$30 with a bow. Order forms are available during our Time of Fellowship and are due by Friday, November 15. All sales benefit the nursery school's scholarship fund.

**Guatemala Mission Experience (March 14–21, 2020)** – Our spring trip to work alongside our mission partner in Guatemala, Promised Land Ministries, is scheduled for March 14 through 21, 2020. In addition to a medical mission team, we need team members willing to work with children and construction ministries. No experience is required. Brochures are available in the Narthex and Sharp Atrium; please take one. Applications are due by Sunday, November 17. If you have questions, please contact Rev. Todd Leach.

**Warmth Drive** – Our mission partner, Veterans Place of Washington Boulevard, needs donations of winter coats for the vets who spend the days and nights outside in the elements. You can drop off any new or gently-used winter coats for men and women on or before Monday, November 18 – sizes L, XL, and XXL, please. A collection bin for the contributions will be located in the Sharp Atrium.

**Grief Support Group: Surviving the Holidays** – For those who have experienced the death of a loved one, the approaching holidays often bring mixed feelings of sadness, nostalgia, and even dread. Shadyside Presbyterian Church offers a Grief Support Group designed to provide encouragement and a faith-centered perspective for those who have lost a loved one. The group meets regularly to discuss a variety of subjects that are important in the grief recovery process, including the range of emotions which grief brings, and resources for moving forward. On Monday, November 18, from 7:00 to 9:00 p.m., the Grief Support Group will gather in the Craig Room. To help you prepare for the holidays, the discussion will be filled with practical and uplifting ideas for the weeks ahead. Please feel free to bring a family member or friend. New participants are always welcome to join; there is no cost to attend the group. For more information or to register, please contact Rev. Lynn Portz or call the church office.

**Connections Dinner** - On Wednesday, November 20, you are invited to a congregational dinner at 6:00 p.m. in the Parish Hall. Join us for a wonderful time to connect with one another while enjoying a delicious home-cooked meal prepared by Chef Steven Bright. Please make your reservation by signing up in the Sharp Atrium by Monday, November 18. A freewill offering will be received to offset the costs of the meal. If you are able, we hope you will stay for vespers at 7:00 p.m. Nursery care is available during vespers.

**Care Packages for Students and Military** - Next month, the Deacons will send care packages to our college students and military. We need current contact information for new and existing students or military personnel. If you have a child or loved one in college or the military, please share the recipient's name and address with us by contacting Kaysie Strickland in the church office before Friday, November 22. Thank you!

**TreeVitalization** - The Building and Grounds Committee of Shadyside Presbyterian Church has approved the planting of eleven small trees along the perimeter of the church's property as part of the TreeVitalize Pittsburgh program of the Western Pennsylvania Conservancy. While the trees are provided at no cost to the church, TreeVitalize Pittsburgh welcomes volunteers to help with the planting on Saturday, November 23, from 9:00 a.m. to noon. Volunteers will gather at a neighbor's residence: 5130 Westminster Place, Pittsburgh, PA 15232. Please be sure to dress for the weather and to wear sturdy shoes. Tools, safety equipment, and training will be provided for you. Breakfast and lunch also will be provided. Registration is required. Please register at: <https://waterlandlife.org/register-trees-fall-2019/#T1123B>

**East End Cooperative Ministry (EECM) Food Pantry Thanksgiving Collection** - Bags will be distributed on Sundays, November 17 and 24, with a list of suggested donation items attached to each bag. Please return the filled bags during the Thanksgiving Eve Service on Wednesday, November 27, or to the church office during the week of Thanksgiving. If you would prefer to make a monetary donation, checks should be made payable to "Shadyside Presbyterian Church" with "EECM Food Collection" on the memo line, and placed in the collection on Sunday, November 24, or on Wednesday, November 27.

**Christmas Poinsettias** - The Board of Deacons is providing the opportunity for the placement of poinsettias in the Sanctuary during the worship services on Christmas Eve. Order forms are available in the Narthex and Sharp Atrium. All orders must be accompanied by payment and received by Sunday, December 1.

**Supper with a Scholar** - Each year, Shadyside Presbyterian Church's Howard C. Scharfe Endowment supports pastors in their post-graduate studies for the benefit of the Church and for the glory of God. Our speaker series invites recent recipients to share over dinner and through worship about their studies. Join us on Wednesday, December 4, when we welcome Rev. Brian Lays as our next speaker for dinner at 6:00 p.m. followed by vespers at 7:00 p.m. Please RSVP in the Sharp Atrium.

**The Pastor Nominating Committee** is comprised of seven members of the congregation: Susan Balaan, Sara Brooke, Don Coffelt, Percy Jackson, Adam Loucks, Ann Pauley, and Janet Rohrer. You may contact them at [pnc@shadysidepres.org](mailto:pnc@shadysidepres.org). Please continue to pray for them as they work to discern whom God is calling to be our next senior pastor.

**Interested in ushering?** Shadyside Presbyterian Church's usher coordinators are seeking new ushers for our services of worship. Ushers usually serve for one month during the year. For more information or to join the corps of ushers, contact Mark Allston through the church office.

**Letters of joys and concerns** are on the table in the Narthex. Please take time to sign the letters.

**Prayer Gatherings** occur on Tuesdays from 10:00 to 11:00 a.m., and on Thursdays from 7:00 to 8:00 p.m. You are invited to join us for a time of silent and spoken prayers, as we bring our concerns before God. If you cannot be with us in person, we encourage you to remember the congregation in your prayers at these same times. This is one of the many ways we can express our care for one another.

**PrayerNet** complements our ongoing prayer groups by lifting up urgent prayer requests. If you or a loved one are in need of urgent prayer, or if you would like to become a PrayerNet prayer partner to help lift up these requests, email member Krissy Moehling at [prayernet@shadysidepres.org](mailto:prayernet@shadysidepres.org). Confidentiality, if requested for names and/or situations, will be maintained.

**Daily Prayer** - As a part of our church-wide discipleship, we follow the daily lectionary in the Book of Common Worship Daily Prayer, which also contains prayers and intimate worship services. Feel free to pick up one of the books from the bookcase in the Parlor (accessible via the Sharp Atrium) for a suggested donation of \$15. (Checks may be placed in an offering plate and made payable to "Shadyside Presbyterian Church" with "Daily Lectionary" in the memo line.) We hope you will join us on this journey of discipleship!

**Live Webcast** - Listen to a live audio stream of our service of worship at 11:00 a.m. on Sundays. Please share the link [www.shadysidepres.org/live](http://www.shadysidepres.org/live) with friends and neighbors who may not be able to join us in person.

**The Mini-Mouse** - Sign up to receive our weekly e-newsletter by providing your email address when registering your attendance in the pew pad or by sending an email message to [info@shadysidepres.org](mailto:info@shadysidepres.org).

**Visit the Shadyside Presbyterian Church website [www.shadysidepres.org](http://www.shadysidepres.org) for even more information.**

## Mission Partner Spotlight

Dedicated to ending homelessness among veterans in the Pittsburgh region, Veterans Place of Washington Boulevard offers homeless veterans a safe, supportive, and regenerative environment as they gain the necessary skills to face real-life challenges, secure permanent housing, and lead productive and self-sufficient lives.

Veterans Place is supported by Shadyside Presbyterian Church's Community Partnerships Mission Action Community (MAC). Thanks to your generous support, Shadyside sponsors art therapy programs for veterans and participates in an annual warmth drive collecting winter coats.

For more information, visit [www.veteransplace.org](http://www.veteransplace.org). To join the efforts of the Community Partnerships MAC, please contact the Reverend Todd E. Leach, Associate Pastor for Missions.

# Church Calendar

..... *November 10 – 17* .....

<b>TODAY</b> <i>November 10</i>	11:00 a.m.	Morning Worship in the Sanctuary
	11:20 a.m.	Children’s Chapel (Preschool through 2 <sup>nd</sup> Grade)
	12:00 p.m.	Time of Fellowship in the Sharp Atrium
	12:00 p.m.	Care Team in the Craig Room
	12:00 p.m.	Choir School in the Chapel
	12:30 p.m.	SPYS (Youth Group) in the Youth Room
<b>MONDAY</b>	4:00 p.m.	Investment Committee in the Craig Room
<b>TUESDAY</b>	9:00 a.m.	Nursery School Board in the Stamy Room
	10:00 a.m.	Morning Prayer Group in the Craig Room
	6:00 p.m.	Communications Committee in the Hulme Room
	6:00 p.m.	Yoga in the Parish Hall
	7:00 p.m.	Tuesday Evening Bible Study in the Craig Room
7:00 p.m.	Pittsburgh Camerata Board in the Stamy Room	
<b>WEDNESDAY</b>	9:00 a.m.	Nursery School Boutique and Bake Sale in the Parish Hall
	6:00 p.m.	Board of Deacons in the Hulme Room
	7:00 p.m.	Midweek Vespers in the Chapel – Rev. Dr. John A. Dalles, preaching
<b>THURSDAY</b>	9:00 a.m.	Nursery School Boutique and Bake Sale in the Parish Hall
	10:30 a.m.	“Women at the Well” Bible Study in the Craig Room
	6:30 p.m.	Pastor Nominating Committee in the Craig Room
	7:00 p.m.	Evening Prayer Group in the Walton Library
	7:30 p.m.	Chancel Choir Rehearsal in the Chapel
	8:00 p.m.	Thursday Evening Bible Study in the Stamy Room
<b>SUNDAY</b> <i>November 17</i>	9:45 a.m.	Christian Education Classes for All Ages
	11:00 a.m.	Morning Worship in the Sanctuary – Rev. Todd E. Leach, preaching
	11:20 a.m.	Children’s Chapel (Preschool through 2 <sup>nd</sup> Grade)
	12:00 p.m.	Time of Fellowship in the Sharp Atrium
	12:00 p.m.	Choir School in the Chapel
12:30 p.m.	SPYS (Youth Group) in the Youth Room	

## Thanksgiving Eve Service

..... *Wednesday, November 27, at 7:00 p.m. in the Sanctuary* .....

We have chosen to set aside this time to celebrate God’s many blessings to us as a congregation. The service will include Thanksgiving hymns and a meditation by the Reverend Todd E. Leach. Please consider participating in our non-perishable food collection for the East End Cooperative Ministry food pantry. (Please see page 9 for details.)

## Adult Christian Education

..... Sundays at 9:45 a.m. ....

On Sunday mornings, the Adult Christian Education Team invites you to gather in the Sharp Atrium at 9:30 a.m. for a time of fellowship and light refreshments before attending the study of your choice.

### ADULT BIBLE STUDY

September 15 through May

in the Hulme Room

Joshua and Judges

Led by Dr. Richard L. McGough III

### TOPICAL STUDY

October 27 through November 24

in the Craig Room

*Slow Church*

Led by Elder Ted Brooke

## Church Staff

John A. Dalles, *Interim Senior Pastor and Head of Staff*

Todd E. Leach, *Associate Pastor for Missions*

Lynn M. Portz, *Associate Pastor for Parish Life*

Kendra L. Buckwalter Smith, *Temporary Associate Pastor*

Ellen L. Allston, *Director of Christian Education for  
Children's Ministry*

Mark A. Anderson, *Director of Music Ministry*

Peter F. Bodnar, *Director of Communications*

Jane M. Boyle, *Assistant Children's Choir Director*

Steven M. Bright, *Hospitality Coordinator*

Judy A. Brust, *Accountant*

Robert A. Coder, *Director of Finance*

Stephen M. Donnelly, *Associate for Children's Music  
Education*

Della L. Ellard, *Administrative Assistant*

Ruth E. Garrett, *Assistant to the Senior Pastor*

Mary E. Lang, *Director of the Nursery School*

Dennis H. Martin, *Head Sexton*

Bobby C. Pack Jr., *Sexton*

Nancy M. Shaytar, *Director of Finance Emerita*

Kaysie L. Strickland, *Assistant to the Associate Pastors*

Justin M. Wallace, *Assistant Organist*

Cover Artwork: Shadyside Presbyterian Church's "Digital Mosaic," created by illustrator Mark Bender.  
All rights reserved by Shadyside Presbyterian Church.



### A Member of the Pittsburgh Presbytery of the Presbyterian Church (USA)

*Shadyside Presbyterian Church seeks to reflect God's unconditional love as we proclaim, witness to, and celebrate the good news of Jesus Christ. We strive to be a worshiping, welcoming, learning, and serving community of faith that is comforted, challenged, and empowered by the Holy Spirit.*

5121 Westminster Place ■ Pittsburgh, Pennsylvania 15232 ■ Phone: 412.682.4300  
[www.shadysidepres.org](http://www.shadysidepres.org) ■ [www.facebook.com/ShadysidePresbyterian](https://www.facebook.com/ShadysidePresbyterian)



*This bulletin is printed on paper manufactured from recycled content. If you would like to recycle your bulletin, kindly place it in any of the blue bins located in the Sharp Atrium or Narthex.*