

ESCC Sunday Service Usher – Setup and Pack-up Guidelines

ESCC Serving Values

Key Commitment Criteria when Serving as an Usher

Please ensure that your cell arrives at 8am

If for whatever reason your cell is unable to serve on a particular Sunday, it is your responsibility to swap out with another cell

Pre- Setup Briefing Meeting

A Pre-Setup briefing meeting will take place at 8:05am. The entire cell is to **please report to Lee Topper** or in his absence Gavin Brent upon arrival. You will be briefed according to the list of what needs to be done. Please check with them to see if there are any special requests for the service. Lee Topper will oversee all the setting up for the service, so you can chat to him if you have any questions.

Ushering

Please seat yourselves towards the back of the Hall. Once the service has started, please designate at least 4 cell members to be available to seat people in the available spaces in the existing seating. Please walk up and down the aisles and usher people into the open spaces. As a last resort, place extra chairs out at the back of the Hall. Remain available for this until at least 20 minutes after the service has started.

Setup - Before the Service

Step 1 – Toddlers Room / Prayer Room (You can only gain access to this room before prayer at 8:15am)

To Do List

Seating

- Place 8 green hall chairs in the room for prayer and for parents who use this as the Toddlers Room afterwards.

Step 2 – Auditorium

Cleanliness

- Vacuum the Hall if the carpet is dirty

Seating

- Set out chairs (**Lee Topper** will assist with layout and number of chairs). **Please do not put out too many chairs.** We would rather put out more chairs once the existing chairs have all been taken. We want people to fill up the front first.
- Set out 2 rows at the back of the auditorium for parents with young children
- Please ensure that all spare chairs are not left at the back, but rather in the two alcoves on the left and right side of the auditorium

Temperature & Ventilation

- (Summer) Switch on the ventilation system if necessary
- The windows are not to be opened at any time as the blinds will be damaged.
- (Winter) Bring in two or three Gas Heaters. Use the two Gas Heaters stored back stage and fit gas cylinders available from the lighting room (storage room -next to stairs in old foyer). Switch on the ventilation system on it's lowest setting to clear burnt gas fumes.

Lighting

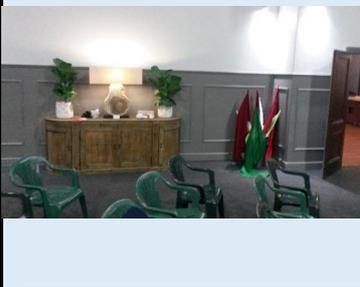
- Open all blinds with the exception of the front two windows on both sides
- The Hall lights are to be at setting 1 and the Wall lights set to maximum for the start of the service.

Preaching Lectern

- Prepare and clean the lectern. Ensure that there is no litter has been placed inside it. Organise with the worship team to create sufficient space for the lectern in the middle of the stage. Bottled water need only be put out for visiting speakers.
- The pastor's lectern is to be "stored" back stage and put out after worship. Obviously, if the order of service is swapped around please respond accordingly.

Sideboards / Ministry Tables

- Please position the two sideboards in the centre of the front, right and left hand alcoves as shown in the pictures and put the light on.
- Please put a out **anointing oil, bowl of peppermints, box of tissues, two Afrikaans Bibles, two English Bibles and five red "Why Jesus?"**



Please only put peppermints out when the Ministry Team is called up. Otherwise the kids eat them all :)

Flags

- There are 3 metal containers for the flags. Two must be put on either side of the hall in the front corner of the alcoves, and one at the back of the hall, centered. They are marked for front or back of hall. Flags must be unfurled and placed neatly into the containers. The two marked for the front have space for staffs to be put in there as well. The very small flags go into the container at the back, for the little children sitting with their parents at the back to use. When packing up, roll the flags into bundles and store them upside down in the black plastic storage bin in the sound room. Please carry the metal containers with both hands to store in the sound room. Please do not carry the metal containers with the flags still inside, because that results in damage to the containers and the flags.

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Step 3 – Streams Foyer

To Do List
Signage <ul style="list-style-type: none"> Carry the Welcome and Map signage and the easel from the sound room and put it out as indicated on the photo. (stored in the Sound Room)
Info Desk <ul style="list-style-type: none"> Prepare and position the Info Desk in Streams. Ensure this is opened and the correct signage is placed out on the desk as per the photo below. (Please take care not to crash the Info Desk into the walls – it chips the plaster and paint!)
Toilets <ul style="list-style-type: none"> Check the toilets off the Streams Foyer. They need to be clean and have an adequate supply of toilet paper, soap and paper hand towels. Please replenish supplies if necessary. Speak to Katherine or Sharon for assistance.



Welcome Map signage



Info Desk and signage

Step 4 – Cry Room & Feeding Room (Key available from Steven/Charles/Sharon/Katherine)

To Do List
Cleanliness <ul style="list-style-type: none"> Clean and Prepare Cry Room.
Seating and Tables <ul style="list-style-type: none"> Put out the brown plastic chairs in a semi-circle. Feeding room – ensure the wall mounted changing table is folded out. Ensure that the changing mat is clean and that the supplies for changing nappies (powder, Vaseline, tissues) are out. Sharon or Katherine can help with supplies.
Temperature & Ventilation <ul style="list-style-type: none"> The Cry Room has been closed all week. Please open windows to allow some fresh air in. In Winter please close once ventilated. (Winter) Switch on two of the Heaters in the Cry Room and one heater in the Feeding Room. (Summer) Switch on Fans Raise the double blinds between the Cry Room and the Hall.
Children's Paraphernalia <ul style="list-style-type: none"> Put toy box in cry room which is packed in the cupboard in the Cry Room
Audio Visual <ul style="list-style-type: none"> Turn on the two TV's and ensure there is a sound and video feed coming to the room. Refer to the sound team in the event of a problem.
Toilet <ul style="list-style-type: none"> Check the toilet in the Cry Room. It needs to be clean and have an adequate supply of toilet paper, soap and towels. Please replenish supplies if necessary. Speak to Katherine or Sharon for assistance.

Step 5 – Main School Entrance and Corridors Leading to Hall

To Do List
Cleanliness <ul style="list-style-type: none"> Walk through right from the entrances and ensure that there is no litter lying around Ensure that the dustbins are not overflowing with rubbish and if necessary replace bins with new black bags available from the cupboard under the sink in the Upper Room. (full black bags can be placed in the bin in the alley between the school and the church admin block. – Near the music classrooms – key available from Lee or an ESCC staff member)
Signage <ul style="list-style-type: none"> Ensure that the north entrance and map signage for visitors is placed just inside the doors of the north entrance. This entrance is closed and locked on Sundays for security reasons. The directions point towards the entrance to the Hall via the "Streams" entrance - (This sign is kept in the sound room, please pack it away after the service.)
Toilet <ul style="list-style-type: none"> Check the toilets off the Quadrangle. They need to be clean and have an adequate supply of toilet paper, soap and towels. Please replenish supplies if necessary. Speak to Katherine or Sharon for assistance.

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Step 6 – Foyer (Where Tea and Coffee is served)

To Do List
Cleanliness <ul style="list-style-type: none">• Sweep the foyer and any other areas that may be dirty• Open the glass foyer door leading onto the playground• Wipe the tables (wooden and stainless steel tables)
Seating and Tables <ul style="list-style-type: none">• Take the 3/4 wooden tables out of the cry room and place them in the foyer. No table cloths are necessary• Fetch 12 of the green chairs from the hall and place them around the wooden tables• Take the 4 or 5 stainless steel tables and set them out in the foyer

Step 7 – Toddlers Room (You can only gain access to this room again after prayer finishes at 8:45am)

To Do List
Cleanliness <ul style="list-style-type: none">• Clean the areas that may be dirty
Seating and Tables <ul style="list-style-type: none">• Rearrange a few green chairs in the room for parents
Audio Visual <ul style="list-style-type: none">• Turn on the TV and ensure there is a sound and video feed coming to the room. Refer to the sound team in the event of a problem.

General

Be available for any special requests for the day (handing out brochures etc.)

During the Service

Take collection and accompany the Lead Usher to the secure room to lock up the collection.

Be available to hand out brochures or special tasks during the service

Pack up after the Service

Step 1 – Auditorium

To Do List
NB: Please return the green chairs to the hall from the Toddlers Room
Chairs, Tables and Other Items <ul style="list-style-type: none">• Stack chairs at the back near the sound desk• Pack the two tables used for ministry and preaching behind the curtains on the stage once ministry has been completed. (If the tables have been obtained from a class room, please return them to that classroom)• Pack the Ministry Items back into the green box and return it to the sound room back stage.• Flags can be rolled up in bundles of equal sized flags, and put away with the flag stands in the sound room backstage.
Ventilation and Temperature <ul style="list-style-type: none">• (Winter) Gas Heaters. Disconnect the gas bottles and place them in the lighting room. Take the Gas Heaters and pack them back stage.
Lost Property <ul style="list-style-type: none">• Hand in lost property to Mike, the staff on duty or the church office

Step 2 – Streams Foyer

To Do List
Signage, Info Desk, Tables and Chairs <ul style="list-style-type: none">• Pack the Welcome and Map signage and the easel back into the sound room.• Pack up the Info Desk and restore the table back to normal as with other tables in Streams
NB: Nothing should be left in the Streams foyer other than the Info Desk. All signage, pamphlets, green chairs etc. must be packed away

Step 3 – Cry Room & Feeding Room

To Do List
Chairs and Other Items <ul style="list-style-type: none">• Stack chairs into two piles• Pack away the Cry Room toy box and baby changing supplies• Turn off both TV monitors

Step 4 – Foyer (Where Tea and Coffee is served)

To Do List
Tables and Chairs <ul style="list-style-type: none">• Pack wooden tables and stainless steel tables back in the Cry Room.• Replace the 12 green chairs back in the hall

Step 5 – Toddlers Room

To Do List
Chairs & Cleanliness <ul style="list-style-type: none">• Pack the green chairs back in the auditorium and ensure that the classroom is clean for school on Monday.• Turn off TV monitor

Step 6 – Main School Entrance and Corridors Leading to Auditorium

To Do List
Signage <ul style="list-style-type: none">• Please pack sign away after the service in the sound room.