

# **ESCC – Setting Up and Packing Away on Sunday Mornings**

Thank you so much for serving for us today!

## **Pre-Set Up Briefing:**

This will take place at 8:05am. The entire cell group is to please report to the Facility Co-Ordinator (Lee or Tyron) on arrival. Please check with him if there are any special requests for the service. He will be there if you have any questions or need any help.

## **Set Up Before the Service**

### **Hall**

Vacuum any dirt off the hall carpet. Vacuum cleaner is stored in the upper room next to the sink.

Set out chairs (the Facility Co-Ordinator 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.

### **Heaters and Blinds**

The windows are not to be opened as the blinds get damaged. Open all blinds except the front 2 windows on both sides.

In winter, bring in 2 or 3 gas heaters. Use the 2 heaters stored back stage and fit gas cylinders available from the lighting room (storage room next to stairs in old foyer).

### **Preaching Lectern**

Prepare and clean the lectern. Cleaning solution and a cloth are at the sound desk. Store the lectern back stage and put it out after worship.

### **Hall Side Boards**

Put out anointing oil, tissues, 1 Afrikaans bible, 1 English bible, 1 Xhosa bible, a SnapScan QR code & 5 red "Why Jesus" pamphlets on each side board. Put peppermints out AFTER the service has started (otherwise the kids eat them!)

In winter, take the blankets out of the sideboard cupboards and place on the floor next to the sideboards.

### **Flags**

There are 3 metal stands 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, in front of the camera. They are marked accordingly. Flags must be unfurled & placed neatly into the stands. The stands for the front have spaces for staffs as well

The very small flags, along with some large flags go into the stand at the back for families sitting there.

### **Streams Foyer and Toilets**

Carry the big Welcome and Map sign and the easel from the sound room & put it in the Streams foyer.

Check the toilets off the Streams Foyer. They need to be clean and have an adequate supply of toilet paper, soap, hand sanitizer and paper hand towels. If any replenishing is needed, speak to an ESCC staff member for assistance.

Check the dustbin at the entrance to the hall. If necessary, empty & replace the bin liner. There are black bags in the cupboard under the sink in the upper room.

### **Babies' Room (Prayer Room) and Feeding Room**

Put the brown plastic chairs in a semi-circle. Pack the plastic chairs 4 high on the side. The rest must be stored at the back.

### **Babies' Room (Prayer Room) and Feeding Room (cont.)**

Check that the wall mounted changing table in the feeding room is folded out. Ensure that the changing mat is clean & that the supplies for changing nappies (powder, Vaseline etc) are out. If you need assistance with supplies, ask an ESCC staff member.

The room is often locked up all week. Please open all windows. In winter, close once ventilated. In winter, switch on 2 of the heaters in the Babies Room and 1 heater in the Feeding Room. In summer, switch on fans. Raise the double blinds between the Babies' Room and the hall.

Check the toilet. It needs to be clean & have an adequate supply of toilet paper, soap, hand sanitizer & paper hand towels. If any replenishing is needed, speak to an ESCC staff member for assistance.

### **Quad and Surrounding Corridors**

Walk through the areas surrounding the hall and check there is no litter lying around. If the dustbins are overflowing, please change them. Full dustbin bags can be stored in the alley between the school and the church admin block – near the music class room. Key available from the Facility Co-Ordinator.

Check the toilets off the quad. They need to be clean and have an adequate supply of toilet paper & soap. If any replenishing is needed, speak to an ESCC staff member for assistance.

### **Foyer Where Tea and Coffee are Served**

If the foyer is dirty, please sweep it. Wipe the stainless steel and wooden tables if needed.

Take 3 wooden tables and the stainless steel tables out of the Babies' Room (Prayer room) and arrange them in the foyer – keeping the area to the play room open. They don't need table cloths. Fetch 12 green chairs from the hall & place them around the wooden tables.

### **Play Room/Listening Room**

Check that the room is clean. Arrange a few green chairs for the parents.

Please fetch the supplies for the room. They are all on the right hand shelf in the store room which is down the stairs to the right of the kitchen - the first door. Carry up the following: 2 teal square ottomans, 2 yellow square "puffs", 1 red bag, 1 toy box, 1 changing mat and the changing supplies.

## **During the Service**

Once the service has started, please designate at least 4 cell group members to seat people in the available spaces in the existing seating. As a last resort, place extra chairs out at the back of the hall. Remain available to do this until 20 minutes after the service has started

Take tithes and offerings. Two people must accompany the Facility Co-Ordinator to the counting room to lock up the tithes bags.

Be available to hand out brochures or deal with any other special tasks for the service.

## **Pack Up After The Service**

### **Hall**

Stack the majority of the chairs at the back near the sound desk. Please leave the chairs in the centre, for the evening service.

Roll the flags into bundles & store them upside down in the black plastic storage bin in the sound room. Please don't transport the stands with flags inside them.

Disconnect gas bottles and place them in the hospitality room. Put the heaters in the sound room.

Hand in any lost property to the Facility Co-Ordinator or to a staff member.

### **Streams Foyer**

Pack the Welcome/Map sign and easel back into the sound room.

### **Prayer/Babies' Room**

Stack chairs at the side into 2 piles of 4 chairs each. Place the rest of the chairs at the back of the room.

Put away the toy box and baby changing supplies.

### **Foyer Where Tea and Coffee Served**

Pack the wooden tables and stainless steel tables back in the Babies' (Prayer) Room.

Remove the 3 signs for the prayer meeting that are on the wall and the classroom door. Put the signs away in the side board in the hall that is closest to the foyer.

### **Play Room**

Pack the green chairs back in the hall and ensure that the classroom is clean for school on Monday.

Return all the ottomans, red bags, toys and changing station to the store room.

Thank you so much for setting up and packing up for us today. We really appreciate your help!