

ESCC – Setting Up and Packing Away on Sunday Mornings (2022)

Thank you so much for serving for us today!

Pre-Set Up Briefing: 8:05

The entire cell group is to please report to the Facility Co-Ordinator on arrival in the Babies Room. 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 if necessary. Vacuum cleaner is stored under the stage on the right hand side

Set out chairs (the Facility Co-Ordinator will assist with layout and number of chairs).

Set out 9 rows, 2 blocks apart, and groupings of chairs 1,5 blocks apart.

Groupings in rows as follows: 2, 1, 3, 2, 2, 2, 3, 1, 2. (See attached lay-out.)

Set out two rows right at the back of the hall, pairs of 2

One stack of about 10 chairs need to be placed at the back of the hall, on the Streams side (for latecomers), but these must not block access to the fire hydrant, not the door to Streams.

Blinds

The windows are not to be opened as the blinds get damaged.

Open all blinds except the front 2 windows on both sides.

Hall Side Boards

Put out anointing oil, tissues, 1 Afrikaans bible, 1 English bible, 1 Xhosa bible & 5 red "Why Jesus" pamphlets and small sanitiser bottles on each side board.

In winter, take the blanket baskets out and place them next to the sideboards.

Flags

Place a metal flag stand next to each of the side boards, and one at the back of the hall, in front of the Production Desk. Flags must be unfurled & placed neatly into the stands.

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

Streams Foyer

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

Babies' Room (Prayer Room) and Feeding Room

Move the coffee table behind one of the couches.

Pack out 2 baby play mats on the carpet and 4-5 toys. Not the entire toy box. Arrange the kiddies table and chairs to the side.

Check that the wall mounted changing table in the feeding room is folded out and clean.

The room is often locked up all week. Please open all windows and the door leading outside. 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 the facilities coordinator.

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. New bags are to be found in sink cupboard in the Upper Room.

During the Service

Once the service has started, please designate 2 cell group members to be seated at the back of the Hall on the Streams side, to seat people in the available spaces in the existing seating. As a last resort, place extra chairs out behind the last row.

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

Pack Up After The Service

Designate two people to accompany the Facility Co-Ordinator to the archive room to empty the tithe box into the drop safe.

Hall

Pack away all chair, unless the facility coordinator has notified you to keep a certain amount out for after service meetings.

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.

In winter, disconnect gas bottles and place them in the hospitality room. Put the heaters behind the curtains on the stage to the left. Make sure they are neatly tucked away.

Hand in any lost property to the Facility Co-Ordinator or at the Info Desk

Pack way all items on the side boards.

Streams Foyer

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

Prayer/Babies' Room

Switch off all fans/heaters

Sanitise and put away the toys and baby changing station

Return the coffee table to the middle of the carpet

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

