

SERVING GUIDE:

PACK UP



WAGGAWAGGA
EVANGELICAL CHURCH

1. As a Pack Up team member you will know the standard arrangement of the hall prior to set up for church (if not speak with your Pack Up Team Leader). At times of the year (e.g. school holidays, exam period at end of terms) the hall may not have been in the standard arrangement, i.e. it may have been set up for exams, assembly or chairs are stacked on the sides of the hall. During these times the Set Up team should inform a pastor of the church (who will also be attending the 9am service) to then inform the pack up team members serving that week.
2. In packing up, please don't start with the chairs and really obvious things too early, as these are cues that suggest to people (especially newcomers) that it's time to leave. We want to maximise the amount of time people hang around after church. So please begin packing up the drama room [which is where creche is] rearrange the room to its normal classroom set up.
3. Then move to packing up the church/music gear. This goes in the storage area (the cupboard is on the right) below the stage. Stack in all items as best you can (they will all fit) being mindful that the trolley will still fit under the stage.
4. Start stacking the chairs on to the stands with wheels. They are stacked 12 high.
5. While the chairs are stacked and prior to putting them away in the cupboard, clean the chairs with metho spray. This task is required due to WWECs Covid Safe plan. Metho spray is in the box titled: 'Cleaning Male Toilets & Hall Chairs'. This cleaning box should be located at the table near the back of the hall. To complete this clean: Clean chair handles and outside top of legs (don't clean cloth section of chairs). Do this using the spray labelled: 'Metho spray for chairs'. Please spray and wipe excess off with paper towel. When the task is completed sign off on the 'Cleaning Register', located on the table at the back of church. Note: The cleaning instructions are also located on the inside of the cleaning box.
6. Turn off heating/air conditioning as applicable.
7. Check for any Bibles or other personal belongings. Place these items, all the cleaning boxes and other items from the tables/hall in the storage area under the stage.
8. Put away any trestle tables that have been used. These are stored in the space adjacent to the disabled toilet at the back of the MPC hall.
9. Collect the metal A Frame sign (outside front of hall) and the flags from the road. These are to be stored in storage cupboard which is located in the wall to the right side entry to the drama room.
10. The Kids Church suitcases will be left outside the entrance to the hall by the Kids Church leaders. Bring them in and store under the stage.
11. Retrieve the dustpan with the handle and the broom from the cleaner's room (located between the male and female toilets) and sweep up any rubbish. Pick up any cups and other rubbish and put in bins. If the bins are fairly full, take out rubbish bags and put in new ones (located in the Morning Tea). Rubbish skips are located outside the MPC on the southern side of the hall.