

SERVING GUIDE:

SET UP



WAGGAWAGGA
EVANGELICAL CHURCH

1. Arrive at 7.45am. As a member of the set up team you will know the standard arrangement of the hall prior to set up for church.

At times of the year (e.g. school holidays, school exam periods, special school assemblies / performances) the hall upon arrival may not be in the standard arrangement or there may be additional items left in the hall, i.e. it may have been set up for exams, assembly, theatre items may be in the room or chairs are stacked on the sides of the hall. During these times you need to inform a pastor of the church (who will also be attending the 9am service) of the irregular room set up/additional items you have moved. The pastor will then inform the pack up team members serving that week to ensure the room is returned to the same condition as it was found.

2. Get the keys from the pastor.
3. Help roll out the tray under the right side of the stage.
4. Find the yellow packing tape from the storage tray. Unlock the male and female toilets. In the female toilets tape off all toilets on the left hand side across the door gaps. This will leave two toilets on the right side that members can use. In the male toilets tape off one of the toilets leaving only one toilet to use. Do not tape off any of the urinals. The taping off of toilets is done to limit the amount cleaning in between the services.
5. Go up to the Kids Church rooms and unlock;
 - D Block - D2, D3
 - E Block - E1
 - Kids toilets

Note: All you need to do is to unlock these rooms. All other set up is to be done by the kids church leaders. These rooms need to be unlocked before 8:15am. It needs to be one of the first tasks that you do.

6. Come back to the MPC hall, If it's a hot or cold day, turn on the cooling/heating as applicable. The controls are in the box, on the wall, behind the sound desk.
7. Bring the 3 portable stages from the back of the stage to the floor. The two big stages sit either side of the centre court line marked on the floor. The smaller portable stage slides under half way, acting as a step.
8. Place the two flags out at the road entrance to the Christian College - there are brackets on the fences [either side of the entrance] to help secure the flags. Put the WWEC sign up out the front of the hall strung up on the wall adjacent to the entrance (the flags and the sign are kept in the church/audio storage area under the stage).
9. Bring the A Frame sign from storage area adjacent to the entrance to the drama room and place outside the hall doors at the entrance to church. Place a table out of the front of the hall (under cover) for the Rego Welcoming team. Place two chairs at the table.

10. Bring all Kids Church suitcases from storage out to the front of the Hall for the Kids Church Leaders to collect.
11. Set out hall chairs in 3 groups. (The chairs and trolleys are stored in the room to the left of the stage access on the left hand side of the stage.) There is one centre row of chairs, containing 10 chairs per row. Each chair should be separated by a hand width. This allows for appropriate social distancing when household groups sit two chairs apart. Then arrange the side groups of chairs on a steep angle that points people towards the projector screen. Please allowing a gap between the centre row of chairs and these groups of chairs big enough for easy wheelchair access) Start these side bank of chairs with a row of 4 chairs then rows of 5 chairs and increasing as the in this was as the rows are added.
12. Ensure two tables are in place at the back of the hall; one in front and beside the sound/ computer desk.
13. Bring from storage all the Cleaning Boxes, except the one for the Creche room, and place on the table at the back of the hall. Place next to the Cleaning boxes the 'Cleaning Register', which is a blue A4 Clipboard.
14. Set up the creche room, located through the door on the right of the stage, up the stairs. To set up the creche place half the tables on top of the other tables in the room, making a good space to allow children to play. The tables may be used to make a barricade if there is sensitive music and sound gear in the room that we need to protect the children from. Place the 'Creche Cleaning box' from storage into the creche room.
15. If time - offer your assistance to members from other teams if your set up is complete.