

## **Set Up Team Job Description**

WHO: 2-3 team members per Sunday

WHEN: check in at 9:30-10:20, 11:45-12:15

WHAT:

1. Set up chapel for worship
  - a. altar, lectern, story books
  - b. prayer board(s) on easels
  - c. "Got Grace?" board on easel ON TABLE
    - i. raise easel high enough to sign is above standing person's head
  - d. signs
  - e. Fold & stuff handouts prior to worship
  - f. Set out pens – 1 every 3 chairs
  - g. Set out nametag supplies on back table in chapel
2. Set up fellowship for after worship
  - a. tables
  - b. get ice from kitchen, fill ice chest w waters, set on porch
  - c. coffee, cups, etc.
  - d. trash can – put liner in trash can
  - e. signs
3. After Worship
  - a. put back altar, lectern and any chairs that were moved
  - b. return prayer board & got grace board to closet
  - c. return chapel signs to rolling cabinet
  - d. Tear down fellowship after worship
    - i. put up coffee machine & condiments in rolling cabinet
    - ii. drain ice chest and place in downstairs closet
    - iii. put up tables & extension cords in rolling cabinet
    - iv. take trash bag out of trash can, throw away bag in gray, outdoor TMI trash can, return Grace trash can to rolling cabinet

SUNDAY SCHEDULE:

9:30 – check in with Worship Producer, wear nametag

9:35 – set up chapel

10:00 – set up fellowship

10:20 – everything is in place and ready to go

11:45 - tear down chapel

12:00 - tear down fellowship