

Clean Up Captain Instructions (Updated 2/19/14)

Thank you for serving Foothills as the Clean-Up Captain. One of the characteristics of the early Church is that the believers had all things in common (Acts 2:44). This is one of the motivations behind having the whole Church involved in cleaning up after our weekly "Lord's Day" together. Your role is to provide oversight for the facility for our Sunday service which involves starting our shared meal and overseeing cleanup.

The Communion oversight elder is your primary helper if you need help or have questions. The oversight elder has ultimate responsibility to ensure clean up/close up has been thoroughly accomplished as well as properly handling and depositing offering.

Shared Meal Oversight

- Coordinate with Ladies on start time for shared meal
- Recruit help to make sure tables are setup
- Ring Bell about 5 minutes before meal ready to gather everyone.
Goal is 5:15pm
- Gather everyone in the meeting hall
- Lead singing "Happy Birthday" but don't force people to be recognized
- Pray for our share meal time together and give thanks for food.

Mat 15:36 *he took the seven loaves and the fish, and having given thanks he broke them and gave them to the disciples, and the disciples gave them to the crowds.*

Act 2:46 *And day by day, attending the temple together and breaking bread in their homes, they received their food with glad and generous hearts.*

1Ti 4:4-5 *For everything created by God is good, and nothing is to be rejected if it is received with thanksgiving, for it is made holy by the word of God and prayer.*

Cleanup Oversight

- Ring handbell @ 6:30pm ... everyone comes to help out
- Encourage Families that don't stay for Shared meal to put some time in before leaving in one of the areas below.

UPSTAIRS

- Sound Tech will have primary responsibility for Sound System shut down.
- Sweep debris from all pews
- Sweep smooth floors (between and under pews)
- Vacuum carpet
- Empty garbage can and place new garbage bag
- Make sure wall hangings and other decorations are in order
- Tidy all bibles, hymnals, and pencils into their proper slots
- Cushions placed neatly at end of pews
- Close all windows
- Close swinging doors
- Lock exterior doors with hex key hanging on nail by swingdoors
- Ensure all lights turned off
- Ensure thermostat is in Run Program mode. Really important or override will keep heat on.

DINING ROOM

- Tables cleared and wiped
- After sweeping, replace 8 tables (4 rows of 2 tables) with 6 chairs around each table by East wall (also leave a table close to kitchen opening where drinks and coffee pot sits)
- All chairs stacked
- Floor cleaned up of wet mess
- Floor swept
- Heat turned down

KITCHEN

- Dishes washed, dried, stowed
- Counters wiped

- Find volunteer to wash dirty dish rags and return them the following week. Foothills has two wire baskets with towels for alternating weeks.
- Ensure oven top and inside both ovens are clean and turned off
- Sweep
- Large garbage can emptied and new bag installed

BATHROOMS

- Bowls brushed if dirty
- Wastebaskets emptied
- TP refilled
- Floors swept

HALLWAYS

- Floors swept
- Downstairs heater turned off (elec. panel on wall in long hallway)

STAIRS

- Vacuumed

TODDLER ROOM

- All toys stowed
- Vacuumed
- Wastebasket emptied

ELEVATOR ROOM (DOWNSTAIRS)

- Trash thrown out
- vacuum

OUTSIDE

- Signs in
- Trash picked up
- All balls placed inside kiddie play area
- Entry way and Sidewalks swept

Close Up

- All lights off
- All doors closed
- Stair Fire door slide to closed position
- Doors locked except for north door West Kitchen door hex key on magnetic hook on inside of door
- Elders and Deacons have key for main West entrance and if not available key available in “Hide a Key” near sound board.