

TITLE: GENERAL SET-UP / TEAR DOWN TIPS		PROCEDURE
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SECTION: Deacons SUBSECTION:	EFFECTIVE DATE: (24/10/09)	
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PAGE 1 OF 1		

1.0 Purpose

This procedure is to give guidance for the responsibilities of the personnel who does the set-up / tear down.

2.0 Scope

2.01 Applies to all Set-up / Tear down people of Harvest Bible Chapel Cambridge (HBCC) and their responsibilities during HBCC events.

3.0 Definitions:

4.0 Responsibilities:

- 4.01 **Remember** - everybody that attends the church the morning you perform the set-up is affected by your act of service. You are making an impact to the Kingdom each and every week, and helping us all to glorify our LORD!
- 4.02 In addition to this procedure please **refer to the set-up manual** in HG cupboard that clearly outlines all necessary items that needs to be done to set-up our church.
- 4.03 **Please be on time 8:30am**, if we are late we are still doing the set-up when people are arriving for the morning worship.
- 4.04 Treat all church & college equipment with respect – treat them as you would treat your own possessions as we want to keep everything in good condition, especially signs!
- 4.05 Make sure any items/boxes that may be in hallway to Worship Center are removed & put in a place that is not visible to people attending church. Replace them (if required) after the service.
- 4.06 Try to enjoy the task given; you are doing it for the LORD!
- 4.07 **Start the tear down by taking the outside signs first** and then inside signs this will allow people to visit the foyer without them being rushed.
- 4.08 The college must be left **exactly** the way we found it in the morning – we are renters and must respect the people who work in the areas we are using.
- 4.09 Tear down is not finished until **EVERYTHING** is put away!
- 4.010 Remember to check the Worship Center to make sure we are leaving it clean.
- 4.011 **If you cannot make it to setup on your week** please switch with someone else from the schedule. It is important that you do not leave your team shorthanded.

5.0 Related Documents

6.0 References

Review Dates:

Revision Dates: