



HALL SET UP ROSTER

January to June 2012

Thank you for helping! The instructions are printed below this Roster.

If you can't serve, please try to swap duties and contact the office with any changes or suggestions.

8-Jan	Steve C
15-Jan	No service at WSCF
22-Jan	Matt C
29-Jan	Chris H
5-Feb	Siona T
12-Feb	Keith W
19-Feb	Win H
26-Feb	Chris & Janine A
4-Mar	Gary K
11-Mar	Henk L
18-Mar	Gideon S
25-Mar	Matt C
1-Apr	Siona T
8-Apr	Ben L
15-Apr	Steve C
22-Apr	Keith W
29-Apr	Siona T
6-May	Win H
13-May	Gary K
20-May	Henk L
27-May	Gideon S
3-Jun	Matt C
10-Jun	Steve C
17-Jun	Keith W
24-Jun	Ben L
1-Jul	Chris H



Arrive at the hall at or preferably before 9.20am.

Fred Hills or JP de Jong will already be there setting up the sound gear. Please liaise with him to find out what has been done by the time you get there.

Opening Up:

1. **Get keys (from Fred, JP or Duty Deacon) and unlock any of these areas not yet open:**

- Moorefield Road/Foyer front doors,
- Youth Room & Youth Room Storage Closet
- Storage Room beside the Kitchen and WSCF cupboard inside
- Wscf Kitchen Cupboard.
- Upstairs Trust Room

OUR STORAGE SPACE IS SPLIT BETWEEN A CLOSET IN THE YOUTH ROOM AND A CUPBOARD IN THE STORAGE ROOM NEAR THE KITCHEN.

2. **Put out tables.** One inside and beside front door for Literature, and two for Refreshments. On the first Sunday of the month, one beside the carpeted 'front' area for communion.
3. **Creche.** Please push / rearrange the tables so that all are behind the break in the carpet. You may need to fold down (or partly fold down) the table tennis table to do this. Make sure you leave enough space to get into the storage cupboard and to the kitchen area.
4. Turn on the **hall lights**. Turn on **heating** if it's cold. Turn on the **fans** if it's hot.
5. **Put out 100 chairs.** Facing 'front' carpeted worship team area. **Ask the worship leader how they'd like the layout of the chairs.** Please allow some 'personal space' between the chairs. Please keep an eye on arrivals in the first few minutes of the service and put more chairs out as required.
6. **Move the lectern (stored out in the hall) into position** and put back after the service. **Put out the footpath sign** near the Moorefield Road Hall entrance, so that it can be read from the road; not blocking any footpaths.
7. **Literature table.** If not already done, please neatly unpack the 'Office Box' contents onto the table.

Pack Up

1. **After church:** Retrieve the sign, banner and put in the storage unit where they were found, and put all of the chairs away. Chairs can be stacked around the Hall by the walls, as were found. Hopefully others will pitch in to help. **Liaise with the duty deacon to check lights, windows and lock up all of the areas listed in item 1 above.**
2. Return any **Youth Room furniture** to its proper place.

We are expected to leave the place tidy and ready for the next group to use. We really appreciate your help – thank you!