



Service Set Up Roster

July 2018 to January 2019

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.

Date	Set up
22-Jul-18	Stephen C
29-Jul-18	Siona T
5-Aug-18	John B
12-Aug-18	Ben L
19-Aug-18	Siona T
26-Aug-18	Stephen C
2-Sep-18	John B
9-Sep-18	Stephen & Kathryn M
16-Sep-18	Ben L
23-Sep-18	Siona T
30-Sep-18	Stephen C
7-Oct-18	John B
14-Oct-18	Ben L
21-Oct-18	Siona T
28-Oct-18	Church Camp
4-Nov-18	John B
11-Nov-18	Siona T
18-Nov-18	Ben L
25-Nov-18	Stephen C
2-Dec-18	Siona T
9-Dec-18	John B
16-Dec-18	Ben L
23-Dec-18	Stephen & Kathryn M
30-Dec-18	John B
6-Jan-19	See Note Below
13-Jan-19	See Note Below
20-Jan-19	Ben L
27-Jan-19	Siona T

Please Note: 30 Dec, 6 Jan, and 13 Jan are combined services – The person listed on duty for 30 Dec is for the WSCF Service which could be on any of these dates – to be confirmed later.

HALL SET UP & PACK UP INSTRUCTIONS

Arrive at the hall at or preferably before 9.20am.

The sound person 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 music equipment cupboard) 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
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. **Flag.** You need to put the WSCF flag up outside. The flag is stored in the equipment room. Assemble the flag then it slots into the pole on the little wooden fence opposite the entrance to the community centre.
5. Turn on the **hall lights**. Turn on **heating** if it's cold. Turn on the **fans** if it's hot.
6. **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.
7. **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.
8. **Literature table.** If not already done, please neatly unpack the 'Office Box' contents onto the table.

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

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.
3. Put away the flag!

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