

Sunday Service Usher – Setup and Pack-up Guidelines

ESCC Serving Values

Honour all people - 1Pet 2:17

As we have opportunity, let us do good to all people, especially to

Those who belong to the family of believers - Gal 6:10

Whatever you do, work at it with all your heart, as working for the Lord, not for men – Col 3:23

Key Commitment Criteria when Serving as an Usher

- Please ensure that you cell arrives at 8am
- If for whatever reason your cell is unable to serve on a particular Sunday, it is your responsibility to swap out with another cell

Pre- Setup Briefing Meeting

A Pre-Setup briefing meeting will take place at 8:05am. Cell Leaders, **please report to Steven le Roux** or in his absence Gavin Brent /Charles Watt upon arrival. You will be briefed according to the list of what needs to be done. Please check with them to see if there are any special requests for the day. **Steven le Roux** will oversee all the setting up for the service, so you can chat to him if you have any questions.

Setup - Before the Service

Step 1 – Toddlers Room / Prayer Room (You can only gain access to this room before prayer at 8:15am)

Tick v	To Do List
	<u>Seating</u> <ul style="list-style-type: none"> • Place 12 green chairs in the room for prayer

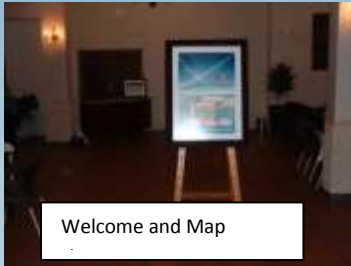
Step 2 – Auditorium

	<u>Cleanliness</u> <ul style="list-style-type: none"> • Vacuum the auditorium if the carpet is dirty
	<u>Seating</u> <ul style="list-style-type: none"> • Set out chairs (Steven le Roux will assist with layout and number of chairs). Use the lines to ensure chairs are straight and evenly spaced. Please do not put out too many chairs. We would rather put out more chairs once the existing chairs have all been taken. • Set out 2 rows at the back of the auditorium for parents with young children • Please ensure that all spare chairs are not left at the back, but rather in the two alcoves on the left and right side of the auditorium
	<u>Temperature & Ventilation</u> <ul style="list-style-type: none"> • (Summer) Switch on the ventilation system if necessary • <u>Only open windows</u> if a decision is made <u>not to switch</u> on the ventilation system (do not open windows on the Streams side of the auditorium) • (Winter) Bring in two Gas Heaters from Streams. Use the two Gas Heaters closest to the teachers work room and fit gas cylinders available from the lighting room (storage room -next to stairs in foyer). Do not use the Gas Heater that is in the centre of the cafe' area.
	<u>Lighting</u> <ul style="list-style-type: none"> • Open all curtains with the exception of the front two windows on both sides
	<u>Preaching Paraphernalia</u> <ul style="list-style-type: none"> • Prepare the pastor's lectern, table and a glass of water and ensure there is sufficient space for preaching on the raised platform. Organise with the worship team to create space or pack their equipment out of the way when worship finishes. • Please put a table cloth on the table that will go next to the pastor's lectern. • The pastor's lectern and table are to be "stored" near the ministry table and put out after worship. Obviously, if the order of service is swapped around please respond accordingly.
	<u>Ministry Table</u> <ul style="list-style-type: none"> • Put out another table for ministry on the right hand side of the platforms (facing the stage). The box of ministry items is in the wardrobe. • Please put a table cloth on the table
	<u>Flags</u> <ul style="list-style-type: none"> • Flag stands must be put on either side of the auditorium, in front of the stairs to the stage. Flags must be unfurled and put into the flag stands in a criss-cross manner. Flags that lean to the right must be put in the left-hand box and vice versa. Do not use country flags, only the ministry flags.

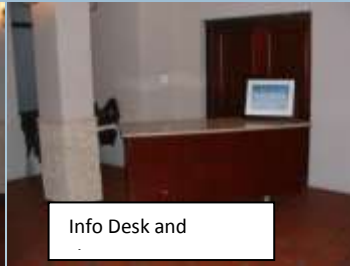
Sunday Service Usher – Setup and Pack-up Guidelines

Step 3 – Streams Foyer

Tick v	To Do List
	<p><u>Signage</u></p> <ul style="list-style-type: none"> Carry the Welcome and Map signage and the aisle from the sound room and put it out as indicated on the photo below.
	<p><u>Info Desk</u></p> <ul style="list-style-type: none"> Prepare and position the Info Desk in Streams. Ensure this is opened and the correct signage is placed out on the desk as per the photo below.
	<p><u>Visitor Connection Point</u></p> <ul style="list-style-type: none"> Prepare and position the Visitor Connection Point wooden table in Streams. Ensure the correct signage is placed out on the desk as per the photo below.
	<p><u>Toilets</u></p> <ul style="list-style-type: none"> Check the toilets off the Streams Foyer. They need to be clean and have an adequate supply of toilet paper, soap and paper hand towels. Please replenish supplies if necessary. Speak to Anne or Phyllis for assistance.



Welcome and Map



Info Desk and



Visitor Connection Point and

Step 4 – Cry Room & Feeding Room (Key available from Steven/Charles/Phyllis/Anne)

Tick v	To Do List
	<p><u>Cleanliness</u></p> <ul style="list-style-type: none"> Clean and Prepare Cry Room.
	<p><u>Seating and Tables</u></p> <ul style="list-style-type: none"> Put out the brown plastic chairs in a semi-circle. Use one of the dark brown/red wooden tables as a changing table. Ensure that the changing mat is clean and that the supplies for changing nappies (powder, Vaseline, tissues) are out.
	<p><u>Temperature & Ventilation</u></p> <ul style="list-style-type: none"> Open windows if necessary (Winter) Switch on the two of the Heaters in the Cry Room and one heater in the Feeding Room Raise the double blinds between the Cry Room and the Auditorium.
	<p><u>Children's Paraphernalia</u></p> <ul style="list-style-type: none"> Put toy box in cry room which is packed in the Sound Room
	<p><u>Audio Visual</u></p> <ul style="list-style-type: none"> Turn on the two TV's and ensure there is a sound and video feed coming to the room. Refer to the sound team in the event of a problem.
	<p><u>Toilet</u></p> <ul style="list-style-type: none"> Check the toilet in the Cry Room. It needs to be clean and have an adequate supply of toilet paper, soap and towels. Please replenish supplies if necessary. Speak to Anne or Phyllis for assistance.

Step 5 –Main School Entrance and Corridors Leading to Auditorium

Tick v	To Do List
	<p><u>Cleanliness</u></p> <ul style="list-style-type: none"> Walk through right from the entrances and ensure that there is no litter lying around Ensure that the dustbins are not overflowing with rubbish and if necessary replace bins with new black bags available from the cupboard under the sink in the Upper Room. (full black bags can be placed in the bin in the alley between the school and the church admin block. – Near the music classrooms – key available from Steven or an ESCC staff member)

Sunday Service Usher – Setup and Pack-up Guidelines

Step 5 – Main School Entrance and Corridors Leading to Auditorium (Continued)

Tick v	To Do List
	<p>Signage</p> <ul style="list-style-type: none"> Ensure that the Welcome and Map signage for visitors is out from the main entrance, near the Church Office, directly in front of the planter and another sign pointing to the right near the staff room. (Visitors will not know how to get to the hall) – See photos below
	<p>Toilet</p> <ul style="list-style-type: none"> Check the toilets off the Quadrangle. It needs to be clean and have an adequate supply of toilet paper, soap and towels. Please replenish supplies if necessary. Speak to Anne or Phyllis for assistance.



Welcome and Map signage



Auditorium signage outside staffroom

Step 6 – Foyer (Where Tea and Coffee is served)

Tick v	To Do List
	<p>Cleanliness</p> <ul style="list-style-type: none"> Sweep the foyer and any other areas that may be dirty Open the glass foyer door leading onto the playground Wipe the tables (wooden and stainless steel tables)
	<p>Seating and Tables</p> <ul style="list-style-type: none"> Take the 2 wooden tables out of the cry room and place them in the foyer. No table cloths are necessary Fetch 8 of the green chairs from the hall and place them around the wooden tables Take the 4 or 5 stainless steel tables and set them out in the foyer

Step 7 – Toddlers Room (You can only gain access to this room again after prayer at 8:45am)

Tick v	To Do List
	<p>Cleanliness</p> <ul style="list-style-type: none"> Clean the areas that may be dirty
	<p>Seating and Tables</p> <ul style="list-style-type: none"> Rearrange a few green chairs in the room for parents
	<p>Audio Visual</p> <ul style="list-style-type: none"> Turn on the TV and ensure there is a sound and video feed coming to the room. Refer to the sound team in the event of a problem.

General

Be available for any special requests for the day (handing out brochures etc.)

During the Service

Take collection and accompany the Lead Usher to the secure room to lock up the collection.

Be available to hand out brochures or special tasks during the service

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Pack up after the Service

Step 1 – Auditorium

Tick ✓	To Do List
	<p><u>Chairs, Tables and Other Items</u></p> <ul style="list-style-type: none"> • Stack chairs in the two alcoves on the left and right side of the auditorium • Pack the two tables used for ministry and preaching behind the curtains on the stage once ministry has been completed. (If the tables have been obtained from a class room, please return them to that classroom) • Pack the Ministry Items back into it's box and return this to the wardrobe in the sound room back stage. • Find out if the evening service requires the lectern. If not, pack the lectern behind the curtains on the stage • Flags can be rolled up in bundles of equal sized flags, and put away with the flag stands in the sound room backstage. • Replace ministry items in wardrobe
	<p><u>Ventilation and Temperature</u></p> <ul style="list-style-type: none"> • Close windows. • (Winter) Gas Heaters. Disconnect the gas bottles and place them in the lighting room. Take the Gas Heaters and pack them by the doors in the Streams Foyer. Please don't carry them across people who are being served at the tables.
	<p><u>Lost Property</u></p> <ul style="list-style-type: none"> • Hand in lost property to Steven, the staff on duty or the church office

Step 2 – Streams Foyer

Tick ✓	To Do List
	<p><u>Signage, Info Desk, Tables and Chairs</u></p> <ul style="list-style-type: none"> • Pack the Welcome and Map signage and the easel back into the sound room. • Pack up the Visitor Connection Point and restore the table back to normal as with other tables in Streams
	<p><u>NB:</u> <u>Nothing should be left in the Streams foyer other than the Info Desk, the brown table and chairs from the Visitor Connection Point. All signage, pamphlets, green chairs etc. must be packed away</u></p>

Step 3 – Cry Room & Feeding Room

Tick ✓	To Do List
	<p><u>Chairs and Other Items</u></p> <ul style="list-style-type: none"> • Stack chairs into two piles • Pack away the Cry Room toy box and baby changing supplies • Turn off both TV monitors

Step 4 – Foyer (Where Tea and Coffee is served)

Tick ✓	To Do List
	<p><u>Tables and Chairs</u></p> <ul style="list-style-type: none"> • Pack wooden tables back in the Cry Room. • Pack the Stainless steel tables back behind the stage • Replace the 10 to 11 green chairs back in the hall

Step 5 – Toddlers Room

Tick ✓	To Do List
	<p><u>Chairs & Cleanliness</u></p> <ul style="list-style-type: none"> • Pack green chairs back in the auditorium and ensure that the classroom is clean for school on Monday. • Turn off TV monitor