

Set up Team Member

Position Description

Purpose

Our goal at WEC is to **make and mature disciples of Jesus**. The Logistics team is made up of Set up and Pack up teams. The Logistic teams enable our church family to meet in a suitable venue by transforming the Christian college hall into a building suitable for running a church service. The tasks completed by Logistics often go unrecognised. Without carefully setting up the facilities we use, we would be unable to meet together publicly on a Sunday. This would seriously hamper our ability to grow people in the gospel and welcome newcomers. Without packing up and leaving the hall in good condition the College would not be inclined to continue renting the hall to our church family. The Logistics team is not simply doing a task, but bringing great honour to God as they love our church family, newcomers and the school in which we meet.

Brief Description

The Set up team member will be responsible for setting up the main hall (including stage, audiovisual equipment and chairs) and the drama room (Play and Listen room) at the Christian college for our church services prior to our first service at 9am.

Detailed Description

Follow instructions given in '**Serving Guide - Set up**'.

Expectations

- Team members will be part of the team for the year (not limited to that time) and are encouraged to review their participation in this ministry at the end of the calendar year
- Team members will complete Set up on the dates they are assigned on the WEC Roster. Where unavailable the team member will try to swap with another set up team member. This is most effectively completed via the Whatsapp WEC Set up group chat. When a swap is made please;
 - text your Logistics Team Leader
 - forward the reminder SMS received on the Friday before a Sunday service to the team member who agreed to swap
- Team members will be attending a Sunday service regularly

- Team members will adhere to WEC Safe Church policy and agree with the WEC Volunteer Code of Conduct
- Team members will attend meetings/training for the Logistic Teams.
- Team members will know how to complete the task of set up (which includes set up and roadies) and be familiar with all equipment through training and on-the-job training by the leader & other team members
- Team members will advise the Logistics Team Leader when equipment is in need of repair or missing
- Team members will understand and adhere to the WEC WHS procedure for incidents & hazards. If an incident occurs during set up an 'Incident form' needs to be completed and provided to the Logistics Team Leader. If the team member identifies a hazard/near miss during set up a 'Hazard/Near Miss form' needs to be completed and provided to the Logistics Team Leader
- Team members will take an interest in praying for other members of their team and church family
- In the event of any issues that arise in the course of serving in this ministry, the team member is to bring them to their team leader. If this is not possible, the team member can bring their concern to the Director of Magnification.

Accountability

Set up Team Members are to work under, support and accept the authority of Logistics Team Leader.