

SERVING GUIDE: PACK UP

As a Pack Up team member you will know the standard arrangement of the hall prior to packing up after Church (if unsure, speak with the Logistics Team Leader or one of the pastors). At certain times of the year (e.g. school holidays, school exam periods, special school assemblies/performances) the hall may not be in the standard arrangement upon arrival. There may be additional items left in the hall (e.g. theatre items) or there may be chairs stacked at the sides of the hall. During these times the setup person should have informed the Open up pastor (who attends the 9am service) of the irregular room set up/additional items you have moved. The Set up team or the Open up pastor will then inform the pack up team member serving that week to ensure the room is returned to the same condition as it was found. If unsure, ask the Open up pastor.

When packing up, please don't start with the chairs, as this is a cue to people (especially newcomers) that it's time to leave. Rather we want to maximise the amount of time people spend in conversation after church. So please follow the list below in order where possible.

When rostered on Pack up please pack up the following.

<ul style="list-style-type: none"> Gather in flags (at roadside and garden bed between MPC and carpark) and A frame sign (near hall entrance) and place in storage B (located to right of the drama room/Listen and Play room doors).
<ul style="list-style-type: none"> Pack up outside chairs (if used) and take to storage cupboard (located to left of stage left doors)
<ul style="list-style-type: none"> Pack up 'Listen and Play' room. Ensure it is left in good condition e.g. empty bin, clean carpet, etc. Take toy tub, playpen and vacuum down to storage B (located to right of drama room doors). Check speaker has been packed away (this is the music team's job but it is often overlooked) - alert music team if still there. Take "Listen and Play" sign off door. Turn off lights and air conditioning.
<ul style="list-style-type: none"> Ensure all items on back tables are packed away (NB the welcome team will pack their items into boxes). Put away any trestle tables that have been used. These are stored in the same storage area as the chairs.
<ul style="list-style-type: none"> Ensure all relevant equipment has been packed away in Storage B (located to right of drama room doors).
<ul style="list-style-type: none"> Help pack up the music/sound gear. This goes in the storage area below the stage on the right. Stack in all items as best you can, being mindful not to stack too high. If in doubt about how to help with this, ask a sound or music team member.

<ul style="list-style-type: none"> At approximately 12:45pm, organise people to help pack chairs into stacks of 12 then use a trolley to move stacks to the storeroom (far left of stage). <u>Please note, the trolley must be pulled behind you and not pushed in front of you, to avoid running into something or someone.</u>
<ul style="list-style-type: none"> Gather lost property (including items on the sound desk, other tables and floor) and place on lost property shelf in kitchen storeroom.
<ul style="list-style-type: none"> Pick up any rubbish from tables, stage and floor and put in the bin. If the Otto bin outside is full, trade it for an empty one (located near the canteen) and put the full one near the skip bins.
<ul style="list-style-type: none"> Sweep the floor (or find a volunteer to complete this task). The scissor broom and dustpan are stored in the cleaner's room (located between the male and female toilets). If you need a mop, this is located in the kitchen storeroom.
<ul style="list-style-type: none"> Check toilets are left in a suitable condition.
<ul style="list-style-type: none"> Return the wooden bench out the front of the MPC to the right (once the morning tea table has been packed away).

The paid pastoral staff at WEC will generally be the last to leave church on a Sunday and should organise to make sure that the college is left in a suitable condition following pack up.