

**so you've  
been asked  
to...**

**SET UP AND  
PACK  
DOWN A  
CHURCH  
SERVICE**

**Training  
pack**

Coulby Newham Baptist Church  
Langdon Square,  
Coulby Newham,  
Middlesbrough,  
TS80RW,  
10:15am Sunday services

# So you've been asked to **SET UP AND PACK DOWN A CHURCH SERVICE**

## **Your Role**

Every Sunday we have loads of stuff to set up and pack down to make our services happen. And now you are joining the team. Thank you so much for being involved in serving God in this way.

## **What time do I need to show up?**

8:45am I know its early but there is lots that needs to be set up before the Band arrive for their run through. I promise you wont be on the rota for every week.

## **Team Leader**

Vincent Sacco is the point person on this, Vincent is amazing and is around nearly every week at 8:45am. If you have any questions, or last min changes then please chat to Vincent about these. You can get him on 07487678166 or [vincentpsacco@gmail.com](mailto:vincentpsacco@gmail.com)

## **Pack Down timings**

For most of you, you will be able to get out of the building by 12:30-12:40pm but we need one of you to finish off the last bits and hang around until lock up at 1pm with Vincent and Emma.

## What needs Setting up

**First** - We need the sound Equipment out from the Sound Cupboard. Rob Atkinson is the man in the know for this. Rob and Vincent will direct you as to what Equipment needs to be pulled out of the Cupboard and could 1 member of the team be directed by Rob as to how they can best help with the Sound Set up

**Second**- Those who are not helping with the Sound Equipment can now be setting up the chairs and Tables.

**Coffee Tables** - We set the Hall up with the Chairs around the Tables. 5 of the Tables are found in the back Lounge, and another 3 are taken from the Foyer.

**Chairs** - The Chairs are found in the large storage room at the back of the hall, use the Chair lifter to help you get the stacks of Chairs out.

Please can we set the hall out as in these Photos unless we have a special service requiring a different set up.

### TABLES SET UP

Front: 3 Tables

Middles ROW: 4 Tables

Back Row: 2 Tables



## CHAIRS SET UP

Set up Chairs in a Coffee Shop Style around the Tables. Make use of curving them around the side walls. See pictures.



## Hall Back Drop Banner Stands

Please set up the two Larger Banner Stands at the back of the Hall Behind the worship Band, these provide us with a backdrop and a greater sense of ownership of the Hall since we don't have our own worship building. (PLEASE BE CAREFUL WHEN SETTING THESE UP THEY CAN RIP IF NOT LOVINGLY TREATED)



## Projector Stand and Computer Table and Screen

Please set up the projector area at the back of the Hall as in the photo. Small Tables can be found in the large storage room through the Hall and the Projector Stand can be found in the upstairs store room.

Pull down the Screen using the Pole with a hook on the end. This is usually stored near the chair lifters in the back storage room.



### Information Desk

Please set up the Information desk and range flyers from the box in a good looking manner. The Information Board can be found on the Top of the metal cupboard in the back storage room.



### Foyer Banner Stands

We have 3 smaller Banner stands. These are really important for new-comers to feel a sense that they are in the right place and makes the building feel a bit more like our own. Please set them up 1 next to the Info Desk, 1 In the main doorway, 1 next to the Hall Entrance.



### **Library**

Set up two large Tables in the Main Foyer area, the book are found contained in two large boxes that are in our Metal Cupboard in the Back Storage room.



### **Tithes and Offering Box and Pens**

Set up a small Table hear by the entrance to the Hall and set up the Tithes and Offerings Box. And place the box of pens on the table as well.



### **A-Frames**

Please set up our Welcome to Church A-Frames. 1 in the Car Park and 1 at the entrance to the Building.



**Open the Blinds and Turn on all the Lights.**



**CONGRATULATIONS YOU ARE SET UP. NOW HAVE A COFFEE AND CHILL OUT.....until pack down time.**



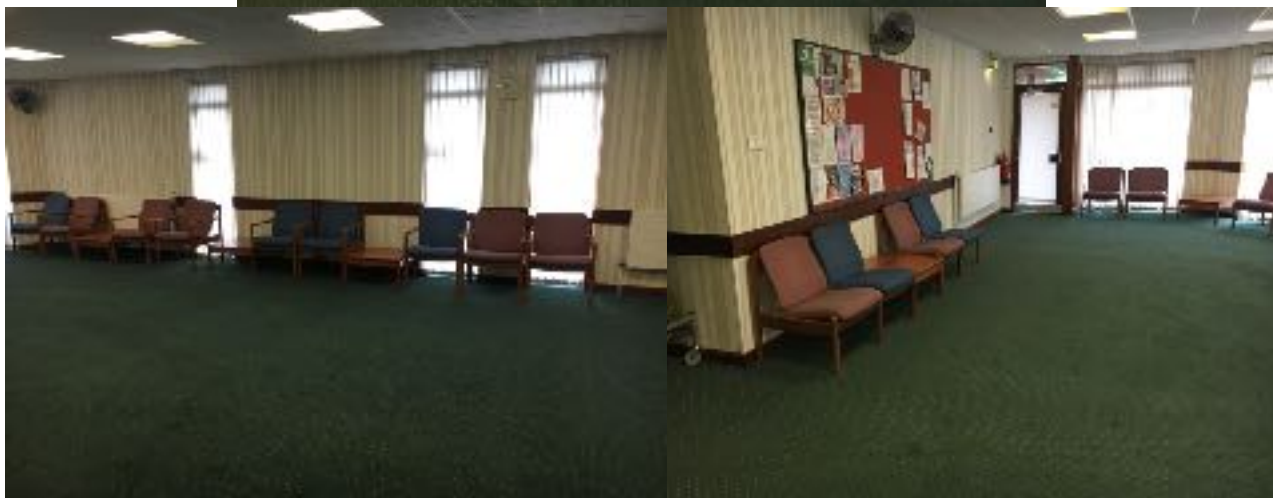
## THE PACK DOWN

**Boooooo! Everything that has come out needs to go back where you found it.**

(Please do not pack everything down until people are leaving after Tea and Coffee, the Hall can be packed away earlier however if we pack up the foyer then it signals to people that they are supposed to leave. We don't want them to leave, a good time of tea and coffee and chatter and prayer is essential to a healthy church so hold off as long as you can on the Foyer Pack Down.)

We get such a good price on renting the community centre because we leave the building in good enough condition for the next groups to use it so the following needs to happen

1. Put everything back in the place you got it from.
2. The Back Lounge needs to have 5 tables in it and look like this.



3. The Foyer Need the Chairs and Tables to be arranged like this.



4. The Floor needs to be hoovered and the Toilets need to be Checked over.

**Phewwww! You did it. Thankyou so much.**