



## Set Up Ministry Team Role Description

### 1. DPC Vision Statement

Darebin Presbyterian Church (DPC) exists *“to see people find deep satisfaction in knowing and serving Christ.”*

Your ministry in a Set Up Ministry Team plays a crucial role in helping us to realise this vision because DPC’s conviction is that deep satisfaction in Christ is only found when you are deeply connected to God’s *Word*, and God’s *people*. By ensuring the church venue is properly set up, you are helping people to feel at ease in the venue, to participate in the service and to engage in fellowship.

Also, as this role description was originally drafted during COVID-19 restrictions, it is important to remember that setting up for our church service in a careful and loving way will help to create a safe environment in which people will feel comfortable attending.

### 2. Key Outcomes

1. The storage cupboards are unlocked and made available to other teams
2. All signage is set up appropriately
3. All chairs and tables set up in appropriate places

### 3. Specifics of Role

The AAL is opened at 2:30pm and the pastors will commence set up when they arrive. Please arrive by 3:00pm to finish off the tasks so the pastors can be freed up to prepare for the service.

Tasks often done by the **pastors** (please check they have been done):

1. Unlock and open the black storage cases (code is 032).
2. **Carefully** set up bi-fold doors (requires training).
3. Put out required tables:
  - a. **Two** for supper near the kitchen servery window, on the carpet near the edge of the lino.
  - b. **One** for the welcome hub, set up near the bar servery window.
  - c. **Two** for welcoming at the top of the stairs.
  - d. **Two** for creche (see [creche set up instructions](#) for positioning).
  - e. **NOTE:** There are generally three white tables near the kitchen. Brown ones are stored behind the curtain in the south-east corner of the hall.
4. Set up creche fence.
5. Turn on temperature control system (see below or refer to set up layout document in storage case).

Tasks to be done by **set up volunteer**:

1. Put out the church signs:
  - a. Banner on the gate at the Watt St entrance
  - b. Pull-up sign in the downstairs foyer
  - c. A-frame sign near the church entrance

2. Set up chairs according to approved layout (refer to layout document in storage case or in [the Elvanto file section](#)).
3. Take supper supplies over to the supper area and turn on the urn (top up with water if needed).
4. Put out Bibles in stacks or 2-3 at the end of each row.
5. Spot clean as needed using the stick vacuum. Plug in the battery to charge during the service.
6. Ensure any venue issues (e.g. property damage, particularly dirty messes) are reported to the pastors.

#### 4. Support and Accountability

If you have any questions or concerns at any time please contact [VACANT] who leads the Set Up Department.

You can also contact Aaron Boyd ([aaron@darebinpc.com.au](mailto:aaron@darebinpc.com.au)) who leads the Magnification Team which oversees all aspects of DPC's Sunday service.

*NOTE: All new members on the Set Up team will receive on the job training with an experienced member of the team.*

The controls for heating and cooling are in the storage room next to the kitchen. We only use the four dials on the right.

To turn on, twist each dial a single turn to the right from the 'Off' position.

The AAL sets the thermostat for the temperature.

