



PACK UP Department Leader Role Description

Thank you for serving as a DPC Department Leader. There is an outline of what is generally required of all department leaders available in the generic "[Department Leader Role Description](#)" document. What you will find below are key aspects unique to your role as the Pack Up Department Leader.

1. Vision Statement

Your ministry as the Pack Up Ministry DEPARTMENT LEADER helps DPC to meet our church vision because we are convinced that deep satisfaction in Christ is only found when we are deeply connected to God's Word, and God's people. As you serve Christ by organising pack up after our Sunday services you allow the DPC community to focus on deepening their connections with each other, and encouraging one another in Christ. Also, keeping our buildings in a neat and tidy state ensures we are being good stewards and that we are creating a space that is safe and comfortable for people to gather together on Sundays and throughout the week.

Furthermore, by overseeing the Pack Up ministry, you are ensuring that the DPC ministry staff can focus on their roles after the service.

2. Qualifications*

It is expected that you will serve on a pack up team so you know the routine and have a good awareness of the needs of the ministry. Therefore, it will be necessary that you can be available to stay back after the church service. A certain level of strength and mobility will help.

In terms of Safe Church requirements, you will need to have a Working With Children Check and have completed Safe Church Basic Training.

3. Key Outcomes*

EACH SUNDAY

- All DPC belongings are appropriately stored or otherwise removed.
- Venue is left neat and tidy (regardless of its initial state).
- See [Pack Up Team Role Description](#) for specifics.

GENERAL

- Appropriate pack up occurs when services are held at a different venue.
- The Property Maintenance person or the Board of Management are notified of any issues.

4. Specifics of the Role*

- Ensure that systems for adequate pack up are developed and maintained and that problems or concerns are addressed promptly. This could involve liaising with those responsible for set up.
- Ensure the pack up teams are trained and kept informed about procedures and any changes.
- You may be asked to help find volunteers for pack up at church events (e.g. Carols).

5. Support and Accountability

Your M leader is Adam Humphries (adam@darebinpc.com.au), the Magnification Leader.

* In addition to what is laid out in the "[Department Leader Role Description](#)" document.