Pack Up Team Role Description

1. DPC Mission Statement

Darebin Presbyterian Church (DPC) exists to be a community where people meet Jesus and follow him together.

Your ministry on the Pack Up Ministry Team helps us to realise this vision since having buildings that are neat and tidy enables us to better welcome new people and help them encounter Jesus in the ministry of our church. Also, by packing up after our Sunday services you allow the rest of the DPC community to focus on deepening their connections with each other, and encouraging one another in Christ. Caring for our buildings also ensures we are being good stewards and that we are creating a space that is safe and comfortable for people to use whether they are part of our DPC church family or hirers.

2. Qualifications

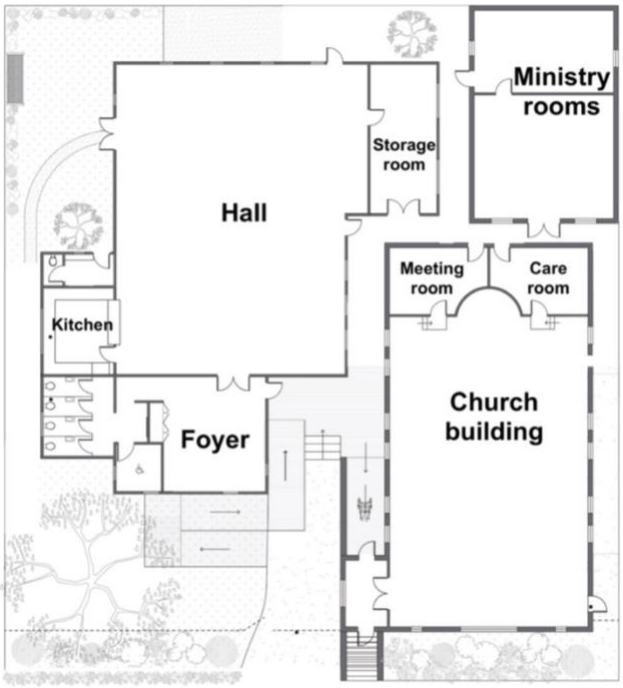
It is necessary that you can be available to stay back after the church service. A certain level of strength and mobility will help.

3. Key Outcomes

- All DPC belongings are appropriately stored or otherwise removed.
- Venue is left neat and tidy (regardless of its initial state) with furniture returned to original locations.
- Buildings are locked and secured.
- Damage or maintenance issues are properly reported.

4. Specifics of Role

Each Sunday a Pack Up Leader and a Pack Up Member are scheduled to serve. The Leader has primary responsibility for ensuring pack up runs smoothly.



Access:

- The hall front door has a digital lock that requires a code. Team leaders will have this code or contact Adam or Trav as they can provide remote access.
- A key which opens all doors is stored in the locked chemical cupboard in the kitchen. The code is given to volunteers.

Cleaning items:

- Brooms, mops and other items are kept in or next to the cabinet by the toilets. Supplies for the toilets are here too if needed.

Pack up commences once the formal part of the church service has ended. Try to do these steps in order as much as possible. Allow sufficient time for sweeping.

1. **Bring signs in** from outside and put them in the church building foyer – including:
   - Banner on the brick wall along Rossmoyne Street.
   - A-frame sign near the driveway.

2. **Church building**
   - Rear rooms:
     - Ensure lights, heaters and appliances are off and that rubbish is removed.
     - Ensure **external** doors are closed.
     - Ensure **internal** doors are left open to maintain visibility and safety on the property.
   - Check that chairs are neatly in their rows.
   - Ensure Bibles are placed back on the shelves in the foyer.
   - Gather up lost property and take it to the hall.
   - Vacuum any mess (stick vacuum in meeting room).
   - Turn off split systems (heaters/coolers) and turn off mounted strip heaters if on.
   - Turn lights off.
   - Close over both front doors, ensuring they are locked.

3. **Hall**
   - Check toilets.
     - Empty bins if needed (especially if there are nappies).
     - Check for any issues, like leaks or breakages.
     - Note: The toilets will be cleaned by other people.
   - Stack up chairs in stacks of 6-7.
   - Gather up lost property and put into the lost property tub.
   - Sweep the floor and, if necessary, mop up spills.
   - Empty the kitchen rubbish bin and recycling tub into the wheelie bins.
   - Put wheelie bins out on the curb.
     - Bins are collected Tuesday mornings.
     - General waste goes out each week. Recycling and greens alternate fortnightly.
       - Collection cycle is online (we are East zone) and on the kitchen pantry door.
     - Recycling tub is on the bottom shelf of the pantry. There is a bin for collecting cans and other items that can be cashed in – please do ***not*** empty it.
     - There is no inside greens bin. The greens wheelie bin will often be empty.
   - Ensure the rear glass doors are locked.
   - Ensure the side gate is closed over.
   - Turn off the heating/cooling units (two control panels near the storage room).
   - Turn off the lights
   - Ensure front door is secured and locked (not just closed over).

4. **Report damage or maintenance issues**
   - View the form here or use the QR code displayed around the venue.

5. Support and Accountability

If you have any questions or concerns at any time please contact your department leader (**INSERT NAME**) who can offer support and training. You can also contact Adam Humphries (adam@darebinpc.com.au) who oversees all aspects of DPC's Sunday service.

UPDATED – 07/11/26