

Set up / Prep Ministry (revised 6-9-20)

Thank you for serving in the Set Up / Prep Ministry. We have listed some guidelines for this ministry.

Attendance and arrival time:

- If you are serving in the Set Up/Prep Ministry, you should arrive by 9:45 on your assigned Sunday.
- If you are unable to serve as scheduled, you should attempt to find someone to serve in your place. You should also let your Team Leader know if this occurs (Team Leader contact information is on the ministry schedule).

Before Worship Service

- Use dust mop to sweep floor, particularly at entrance to building and in hallways. Remove dead bugs, cobwebs
- Vacuum inside JC mat
- Check all trash cans and empty as necessary
- Check bathrooms and clean as necessary (check toilets)
- Check bathrooms for supplies (toilet paper, paper towels, soap dispenser)
- In sanctuary – on table at welcome center – have a supply of envelopes for tithes, connection cards, pens, and a basket for “used pens”.
- Put out the American Flag and the Christian Flag (these are in Bro. Steve’s office)

After Worship Service

- *Wait a few minutes for the people to begin to file out. We do not want to make the people feel they need to leave or get out of your way.*
- JC cleaner “Diamond Disinfectant 1000” (diluted strength in spray bottle) should be used for cleaning frequently touched surfaces. Paper towels should be used. Gloves should be worn during cleaning and promptly discarded when finished. Specific areas for cleaning include:
 - Sanctuary:
 - Vacuum inside JC mat
 - Clean JC entrance door handles (inside and outside)
 - Check floor for trash, etc. and clean as necessary
 - Lightly clean back of chairs (particularly metal portion) with cleaner which has been sprayed on paper towel
 - Empty trash cans as necessary
 - Wipe used pens with JC cleaner
 - Bathrooms:
 - Check bathrooms for supplies (toilet paper, paper towels, soap dispenser)
 - Clean bathroom door handles (inside and outside),
 - Clean light switches in bathrooms

- Clean sink handles and toilet flush handle
- Clean toilets if necessary
- Empty trash cans
- Children's Areas (if children's areas have been used during service):
 - Vacuum Carpets
 - Wipe down tables and other frequently touched areas.
 - Clean bathrooms as described above
- General:
 - All trash collected should be placed in our Green Trash can located outside
 - Bring in the American Flag and Christian Flag and put it in Bro. Steve's office.