

Journey Church

Pre School Ministry

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

- If you are serving in the Set Up/Prep Ministry, you should arrive by 9:30am 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 (Arrive by 9:30)

- Use dust mop to sweep floor
- Check all trash cans and empty as necessary
- Check bathrooms and clean as necessary (check toilets)
- Check bathrooms for supplies (toilet paper, paper towels)
- Check Nursery, Preschool and Children's rooms. Vacuum as necessary. Clean table tops as necessary
- In sanctuary, check pockets for envelopes, Connection cards and pens (2 envelopes/cards per pocket)
- We must be ready by 10:00!

After Worship

- *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.*
- Empty all trash cans (including back bathrooms) Place garbage bag in our Green Trash can located outside
- Check bathrooms and clean if necessary (check toilets)
- Check bathrooms for supplies (toilet paper, Paper towels)
- Check Nursery, Preschool and Children's rooms. Vacuum, clean table tops.
- In sanctuary, check floor for cans, trash and spills
- Bring in the American Flag and put it in Bro. Steve's office.