



**Job Title: Sunday Service Setup and Teardown Team
(2 Positions) (part-time, 4 hours a week)**

Reports To: Pastor / Sunday Service Coordinator

Work Days/Hours:

- Saturday (Optional): Setup (flexible hours)
- Sunday: Final Setup (Before Service) & Teardown (Immediately After Service)
- Four hours each week

Purpose

The Setup and Teardown Team is responsible for preparing and resetting the worship space and surrounding areas for Sunday worship services. This includes arranging furniture, setting up designated tables and banners, and potluck setup on third Sundays. This role ensures a welcoming, organized, and functional environment for all attendees.

Primary Responsibilities

Worship Space Setup:

- Arrange three sections of pews (school benches) in rows of 5.
- Place one chair at each end of every pew row.
- Place the altar bin by the altar table
- Hang or place church banners in their designated locations.
- Work with Tech Team and Band to assist as requested.

Information and Welcome Tables:

- Set up the **red church information table** at the back of the sanctuary with flyers, sign-up sheets, and church materials located in the "Red Table" bin.
- Set up the **welcome table** near the front entrance with visitor cards, pens, and welcome gifts (if applicable) located in the "Welcome" bin.

Refreshments Area:

- Arrange the **refreshments table** with drinks, snacks, and napkins.
- Ensure tablecloths and serving items are clean and presentable.
- Set up and brew an urn of coffee.

Potluck Setup (Third Sundays Only):

- Set up additional **tables and chairs** for the potluck area.
- Assist in arranging food stations, drink stations, and utensils located in the "Potluck" bin.

Teardown Responsibilities (Post-Service Sunday):

- Wipe down tables and benches if needed.
- Disassemble and neatly store benches, chairs, banners, tables, and all service materials.
- Clean up trash or leftover food from refreshments or potluck areas.
- Ensure the sanctuary and common areas are returned to their original state.

Requirements:

- Ability to lift and move benches, chairs, and tables safely.
- Good time management and punctuality.
- Attention to detail, especially during special setups.
- Team-oriented with a spirit of service.
- Available Saturday (optional) and Sunday mornings and post-service.

Preferred Qualities:

- Experience in church event setup or hospitality is a plus.
- Willingness to arrive early and stay until responsibilities are completed.
- Respect for the sanctity of the space and event.