



WAGGAWAGGA
EVANGELICAL CHURCH

Position Description - Set Up Team Member

Colossians 3:23, 24

Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.

Being a team member on set up could feel like being on a team that is just doing a chore - but it is far more than that and is a team that is making an incredibly important contribution to what we are trying to do at WWEC. Our goal at WWEC is to bring as much glory to God as possible and the set up team make a significant contribution to that by helping us transform the Christian college hall into a building suitable for running a church service. Without carefully setting up the facilities we use, we would be unable to meet together publicly on Sunday which would seriously hamper our ability to grow people in the Gospel. Without a set up team we would dishonour God's name by not loving the Church family nor loving the new comers among us each week, some whom are hearing about Jesus for the first time. A set up team is not simply doing a task, but bringing great honour to God as they love our church family, the school in which we meet and new comers to church.

Brief Description

Set Up is a vital, but understated, role. The set up team members are responsible for making sure the Christian College Hall and other rooms utilised by WWEC are ready for church prior to the 9am service. The team members goal is to complete the set up safely and efficiently so when church members arrive the main hall [including the music equipment, toilets, chairs, stage and creche room] is all in place ready for church to begin. Also the goal is that the kids church rooms are also opened and unlocked in a timely manner so that kids church leaders can enter their rooms at 8:30am to prepare for their ministry.

Detailed Description of Set Up

Follow the instructions as outlined in the '*Serving Guide - Set Up*'.

Expectations

- Team members will be part of the team for the year (not limited to that time) and are encouraged to review their participation in this ministry at the end of the calendar year
- Team members will complete the set up task on the dates they are assigned on the WWEC Roster. Where unavailable the team member will try to swap with another set up team member. When a swap is made please;
 - text your Set Up Team Leader
 - forward the reminder SMS received on the Friday before a Sunday service to the team member who agreed to swap

- Team members will be attending a Sunday service regularly
- Team members will adhere to WWEC Safe Church policy and agree with the WWEC Volunteer Code of Conduct
- Team members will understand and adhere to the WWEC WH&S procedure for incidents & hazards. If an incident occurs during set up an 'Incident form' needs to be completed and provided to the Set Up Team Leader.. If the team member identifies a hazard/near miss during set up a 'Hazard/Near Miss form' needs to be completed and provided to the Set Up Team Leader
- Team members will take an interest in praying for other members of their team and church family
- In the event of any issues that arise in the course of serving in this ministry, the team member is to bring them to their team leader. If this is not possible, the team member can bring their concern to a member of the pastoral staff

Accountability

Team Members are to work under, support and accept the authority of Set Up Team Leader.