1503 Grace church Venues Ministry SOP

Sunday service venue team required to complete:

Venue:

Before 1:30pm

1. row of chairs:

Left: horizontal rows of 8 x7 (Please put one more row if full)

Right: horizontal rows of 6 x7

Please keep six lines space between each horizontal rows.

Number of people will be more during special events, please put the extra chairs lined beside the walls for spare.

other:

1. Set the Church LOGO A plate & children ministry A plate(please put beside the door). Set the church canvas BANNER

2. Please hang black cloth cross, located in middle of two rows of chairs in front of the stage.

3. Set small table next to the podium for the speaker to place the bottle

PS :

1 because the lease time restrictions, only open at 2PM in children ministry classroom, if someone ask to go in earlier, please ask them to look for MAGGIE.

(2) After the service end, please wait for 15 minutes before starting to pack up the chair, BANNER & Black Cross cloth. Please put the Chair back to the STORE ROOM as much as you can. The rest can put beside the walls on both sides, chairs stacked no more than five.

3 Church LOGO and children ministry A plates, please replace to the STORE ROOM cabinet.

4. no chairs beside the church door.

5. If peripheral stage lighting, please note that there is ground wire, please be careful while moving chairs.

Sunday service reception:

1 Please arrange one group member for receiption co-worker, from 2-3PM in front the church door, wearing a purple vest and distributed weekly church news. If newcomers here, please refer them to the care co-workers can be.

2 Please clamped weekly news before 1:45 PM, and the number of member forms, posters, records a co-workers meeting affixed to the door.

3 Please set the welcome desk located between boys and girls bathroom, with white cloth as tablecloths, table settings vases, weekly news, gospel leaflets, newspapers Gospel dedication envelopes.

4. For the first week Sunday service of every month, put set a table with yellow table clothes on stage.

PS :

1 tablecloths, purple vest, vases, gospel leaflets in the red box.

2 newspaper in the top of the storage cupboard.

3. offering envelope is outside the red box.

4. please put the above items back to the original place for next

week reception group. Please contact venue co-worker if

items loss, for the related group, please buy one to replace the

missing item.