

**Position****Lead Set-up & Take-down Person****Purpose of Position**

1. Direct worship leaders and helpers (Greeter, Hospitality Table, Lead Usher, Lay Reader, Fellowship) during set-up of worship at DaVinci.

**Responsibilities**

1. Arrive at 9:15 a.m. at DaVinci to help transportation person unload.
2. Know the set-up for worship at DaVinci.
3. Direct worship leaders on Sunday.
4. Be the point person during set-up.
5. Meets with worship leaders at 9:30 to pray and go over day.
6. Help worship leaders with their set-up tasks.
7. Help with take-down.
8. Give comments to the Facilities Team about set-up.

**Qualifications**

Know the set-up procedures.  
Manage people efficiently and with love.

**Amount of Time Required**

30-45 minutes before worship starting at 9:30 a.m. on Sundays.  
30-45 minutes after fellowship time.

**When Ministry is Performed**

Sunday mornings.

**Length of Commitment**

Maximum of once a month. Option to stop.

**Responsible to**

Facilities Team

**Support Provided**

As requested

**Spiritual Gifts**

Administration, Helps (Serve)

**Phone number to DaVinci:** 763-754-6577

**Emergency number:** TBD

## **SET-UP TASKS**

### **FRONT ENTRANCE:**

- Set up easel with WELCOME sign
- Set up Hospitality table in entry and cover with (2) black table cloths and purple runner (tables are stored on the stage)
- Set out nametags, markers, COL informational flyers/brochures using rack, poster board
- Tape up Child Care and Sunday School Room signs at rooms

### **USHER STATION INSIDE GYM:**

- Set up Usher table just inside the Gym doors and cover with another black table cloth and purple runner.
- Set up (brown) baskets holding pens and offering envelopes, and bulletins.
- Usher hand out bulletins with a pen and offering envelope to each guest.

### **SANCTUARY:**

- Set up wooden table (found on stage) for Communion at front of “sanctuary” and cover with purple table cloth and long purple runner (with tassels).
- Set wooden cross on table. (On Communion Sundays, set out communion plate and cup at table).
- Heavy Lifters, set up piano, music stands, stool for Paul, and microphone stand.
- Audio/Video leaders set up microphone, computer, projector, video camera.
- Set up chairs (found in classrooms) for worship. (Remember what color chairs came from what classrooms).

### **FELLOWSHIP:**

- Set up Fellowship Table and cover with white table cloth. Store bags of food, napkins, cups, juice off to the side until the last song has been started.
- Set up tables and chairs for fellowship. Cover tables with plastic table cloths.
- Fellowship leaders set up before last song is complete.

### **OTHER:**

- Children/Youth Ministry set up classrooms and child care room
  
- Transportation Leader: set out yard signs at corners of 131<sup>st</sup>, school driveway, and south end of road at curve and 124<sup>th</sup> (Main).