

New Creation Christian Fellowship – Northwest (NCCF-NW)
(February 3, 2015)

| Time | Task | POC | Description | Remarks |
|-------------|-----------------|--------------------|--|----------------|
| 7:30-8:00 | Open Facilities | Deacons | Church, Fellowship Hall, Classrooms | |
| | | | Setup Sign/Banner on hill top | |
| 8:00 -8:45 | Setup | A/V Team | Camera hook up as needed, mic placement as needed | |
| | | CYC | TV/DVD Player cart, PA system, misc supplies and snacks Setup Children's church area in Fellowship hall | |
| | | Deacons | Offering receptacle(s), finance cabinet, communion supplies, cleaning caddy Setup intake area in Fellowship hall Setup Hospitality area in Fellowship hall Check restrooms to ensure equipped with paper products, soap | |
| | | Greeters | Handouts (if any) | |
| | | Hospitality | Kitchen supplies to include utensils, paper products, trash liners | |
| | | Medical Guild | Medical/First aid bag | |
| | | Musicians | Setup instruments as needed (drums, amplifiers, keyboard and stand) | |
| | | Parking Attendants | Cones, safety vests (Parking lot areas coned as appropriate to facilitate directional or reserved parking) | |
| | | Pastors' Aid | Bottled water, tissue, other miscellaneous items | |
| | | Safety Team | Radios | |
| | | Ushers | Offering envelops, offering plates, visitor cards, tissue, etc | |
| | | | | |
| | | | | |
| 8:00-8:15 | Meet Shuttle | Parking Attendant | Meet shuttle service in Target parking lot, display shuttle sign | |
| 8:15 | Shuttle service | Transport Company | Load and depart IAW schedule as needed | |
| 8:30 | Shuttle service | Transport Company | | |
| 8:45 | Shuttle service | Transport Company | | |
| 9:00 | Shuttle service | Transport Company | | |
| | | | | |
| 9:00-10:15 | Worship Service | Site Elder | | |
| | | | | |
| 9:30-10:00 | Restroom Check | Deacons | Check restrooms, replenish paper products, soap as needed | |
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| | | | | |

| Time | Task | POC | Description | Remarks |
|-------------|-------------------|----------------------------|--|---------|
| 10:15-10:30 | Intake | Deacons ??? | Fellowship hall | |
| | | | | |
| 10:30-11:00 | Fellowship | Hospitality ??? | Fellowship hall | |
| | | | | |
| | Tear Down | All applicable departments | Tear down begins and placement of items back in storage as areas conclude their respective service | |
| | | | | |
| 10:15 | Shuttle service | Transport Company | Transports persons from church back to Target parking lot | |
| 10:30 | Shuttle service | Transport Company | | |
| 10:45 | Shuttle service | Transport Company | | |
| 11:00 | Shuttle service | Transport Company | | |
| | | | | |
| 11:00-12:00 | Secure Facilities | Deacons | Put away any chairs, tables utilized in fellowship hall; take out trash | |
| | | | Check restrooms and tidy up as appropriate; take out trash (diapers) | |
| | | | Adjust AC units, turn off lights | |
| | | | Retrieve sign/banner from hill top | |
| | | | Lock doors | |
| | | | | |

Miscellaneous:

Radio needed for overflow (Target) parking lot attendant(s) to communicate with parking attendants handling church parking lot

Signage needed at base of hill (driveway area) to communicate parking lot full – Need to park in overflow parking lot!

Can NCCF-NW banner be placed at bottom of hill or person placed at bottom of hill holding a sign to aid in church recognition

Possible placement of trash receptacle in rear of sanctuary or sanctuary foyer

Proposed Deacon Duties/Responsibilities (NCCF-NW Site):

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Open Facilities – Unlock applicable doors, turn on lights, adjust HVAC systems

Post NCCF-NW banner on hill top

Place parking cones as needed

Post parking attendants (church parking lot, shuttle parking lot)

Post safety personnel in/around campus (parking lot, children's church, sanctuary)

Set up alter table, communion table as needed

Setup tables and chairs in fellowship hall as needed

Check restrooms to ensure adequate on hand stock of paper and soap products

During Service – Provide physical safety to church service, children's church, parking lots

Check restrooms to ensure equipped with paper and soap supplies and tidy up as needed

Receive/secure offering

Close Facilities – Assist with egress of cars from church and shuttle parking lots

Tear down tables and chairs in fellowship hall as needed

Remove all trash and garbage from facility (restrooms, fellowship hall, classrooms)

Check to see that all NCCF items have been placed back in assigned storage area (musical instruments, usher supplies, children's ministry supplies, traffic cones, hospitality supplies)

Retrieve parking cones

Retrieve NCCF-NW banner off hill top

Lock applicable doors, turn off lights, adjust HVAC systems