

Building Usage Outline

Overview:

We have been blessed with a building dedicated to our worship of our Lord Jesus Christ and service to his kingdom and his children. The building should always be ready for those services whenever the doors are opened.

If we are going to use the building for any services other than our regular services, we need to follow these steps.

Prior to the event:

1. Make sure you have prior approval from the pastor
2. Ensure you have a team that will help set up, serve, and reset the building at the end of the event. (The building must be ready for the next service before the event team leaves the building)

During the event:

1. If you have to move any items, make sure to take pictures of where everything is so that everything can be returned when the event is over.
2. Follow the Church Start-Up list to make sure everything is turned on properly if the sound system will be used.

After the event:

1. Make sure to return any moved items to their place and remove any additional items that were brought for the event.
2. Follow the Church Shutdown list to make sure everything is closed out, and the building is ready for the next service