

CONGREGATION AREA SETUP

INTRODUCTION

This procedure will provide instructions on setting up the congregation area for the following areas:

1. Banner and Cross
2. Stage
3. Church Seating
4. Welcome Table

VOLUNTEERS

1. Ambience Overseer: A person assigned to ensure everything is in place and looks appealing to the eye.
2. Table clothes will be taken home and laundered by a volunteer.



BANNER AND CROSS SETUP

To begin the Congregation Area Set Up,

1. Move the goal away from the wall to the white line and place the back of the goal on the two small white marks on the back line.
 - a. This will allow space between the goal and the wall to plug in audio and visual equipment.
2. Retrieve the church banner from **Change Room 3**.
 - a. It takes two people to carry it.
3. Lay the banner on top of the goal with the writing facing up.
4. Velcro straps are attached to the tubing of the banner. Use the Velcro straps to attach the middle banner tube to the top tube on the goal.
5. Pull down on the banner tubing to be able to attach the tubing on each side of the banner to the tubing on the side of the goal.
6. Roll the cross out of **Change Room 4** and place in the center of the church banner sign.

STAGE SETUP

PASTOR'S AREA

1. Find the white dot on the floor, which will be in about the middle of the goal and out front of the goal where the two different color green tiles come together.
2. The pastor's table will cover three tiles left and three tiles right of the center white dot.
3. You also need to place a music stand behind the table that you retrieve from **Change Room 3**.

ARTIFICIAL PLANTS

There are several pieces of artificial greenery that need to be placed throughout the facility.

Artificial plants are stored in **Change Room 4**.

1. The two tall trees with the big leaves are to be placed outside the tall speakers, as seen in the picture.
2. The tall trees with the smaller leaves are to be placed between the T. V.'s and the church banner.
3. Two small plants in wicker baskets are to be placed in front of the T.V.'s,
4. Two small plants in the white pots are to be placed by the pastor's table.
5. There are two tall plants that are in white pots,
 - a. one for the Welcome table
 - b. one for the children's check in table in the lobby area.

WORSHIP TEAM SETUP

1. Retrieve music stands and microphone stands, for each singer, from **Change Room 3**.
 - a. Check the schedule for that day to find out how many singers there will be.
2. Place in a straight line with the tall speakers.
 - a. They cannot be in front of the speakers as this will create feedback.

SEATING AREA SETUP

Begin with setting up four rows of chairs to left and right of the pastor's table. As the church grows and based on attendance, more seats can be added.

1. Retrieve one chair rack from **Change Room 3**; it takes two people. If needed, a second chair rack can be found in **Change Room 2**.
2. Start the first row seven squares back from the pastor's table.
3. For continuing rows skip six squares from the back leg of chair on row one to the front leg of chair on row two.
4. Skip six squares in between succeeding rows.
5. Place seven chairs in row one and add one chair as you add more rows.
 - a. Example, row one will have 7 chairs, row two will have 8 chairs, row three will have 9 chairs, row four will have 10 chairs.
6. To create a middle aisle, leave six squares between the chairs on the left and right side of the church.
7. Slant the rows at about a thirty-degree angle to the pastor's table.

WELCOME TABLE SETUP



1. Retrieve a small table from **Change Room 3**.
2. Place the table at the center court in line with the pastor's table.
3. Retrieve the box labeled **Welcome** table from **Change Room 4**.
4. Be sure there are bulletins and pens for all guest and members.
 - a. Bulletins will be provided by Nancy Whitehead.
5. Arrange the items in the box on the Welcome table in an organized manner.
6. Retrieve the rolling picture tower from **Change Room 4**.
7. Align the picture tower with the Welcome table and about ten feet to the left, if you are facing the pastor's table.