

### **Thank you for volunteering to serve and be part of the Logistics Team...**

We are so grateful that you have chosen to partner with us and the rest of our Church family; you're part of helping to create a space for people to meet with God; for lives to be changed, for people to know Jesus, find community and discover purpose even more so.

*We create the environment - God brings His glory!*

*We aim for excellence, not perfection.*

*Excellence is doing the very best we can, to glorify God and value people.*

### **What you need to know - You're part of the family!**

- You're invited to the prayer gathering at 9.30am on Sundays and any other times
- You're invited to our all in volunteer's gathering throughout the year
- Logging into the Team tab on our website - stay up to date with rosters and what's on
- Please fill in a [getting to know you google form](#)

### **By being on the team, personally you'll agree to:**

- Live a lifestyle that aligns with the Bible and Christian faith
- Regularly attend C3 Church Queenstown as your home Church
- Communicate effectively with your team/roster overseer
- Familiarise yourself with the Church values & what we believe as a C3 Church on our Church website: [www.c3churchqueenstown.org](http://www.c3churchqueenstown.org)

### **Logistics - Pack in - What the role involves**

- i. Picking up the trailer, collect facility keys (& AV computer if applicable)
- ii. Put out the signs and flags on the way
- iii. Disarming and opening up the facilities; main hall, including unlocking the side doors from outside, library, level 3 lift access door.
- iv. Unloading the trailer & distributing gear to departments
- v. Setting up the worship space
  1. Seating arrangement
  2. With the music team; speakers, sound desk, lights, AV screen
  3. On site banner and parking /welcome flags and signs
- vi. Distributing Gear to Departments included:
  1. 2 tables and hospitality in the main hall
  2. 1 table for welcome in the main hall
  3. 1 table for Kids Church sign in in the lift foyer
  4. Change table in the bathroom foyer
  5. Kitchen equipment to the multi purpose room
  6. Creche: safety gate, toys and grey rugs on L2
  7. The Little Village; 1x screen, bean bags, green floor rug on L1
  8. The Village (not currently running)
  9. Fasttrack 1 x screen (fortnightly - check the roster)

## **Logistics - Pack Out**

Go throughout the facility and gather up the equipment previously distributed. The various departments pack up their areas and bring equipment to the side hall door for loading.

- I. Stack up chairs into storage cupboard
- II. Take down banners and flags (go into the trailer last)
- III. Load the trailer in order of:
  1. Table tops
  2. Table legs
  3. Creche toy boxes
  4. Sound desk
  5. Drawer towers x 6
  6. Large screen
  7. Speakers
  8. Other boxes and stands etc
  9. Banner and flags last
- IV. Closing the facility:
  1. Check and lock library (no alarm arming)
  2. Check toilets
  3. Check kitchen, lock all doors.
  4. Check Creche
  5. Check and lock L3 access door
  6. Lock all doors from outside of the main hall
  7. Arm the Admin Block
- V. Collect roadside signs and flags
- VI. Return the trailer, keys (and AV computer if applicable)

If you have any suggestions or questions, please do not hesitate to connect with Ps Andrew.