

Glendora Community Church Facilities Set-up Staff

JOB TITLE: Facility Set-up Staff

RESPONSIBLE TO: Administrative Assistant and Senior Pastor

I. JOB SUMMARY:

- A) The Set-up Staff helps to prepare the Church Campus rooms to be ready whenever they are scheduled. This involves moving tables, and chairs, and rearranging the room furnishings to accommodate events or meetings taking place in the room. Rooms include: the Sanctuary/Narthex Building, and also the educational and fellowship spaces such as Sunday School classes, meeting rooms, and Potter Event Center. The Courtyard space generally needs to be prepared (with umbrellas, tables for sign-ups, etc.) in advance of the Sunday worship services. In addition to setting up the Courtyard on Sunday mornings, “tear-down” of the umbrellas and other temporary tables/chairs needs to be done shortly after the close of the morning worship service.
- B) Occasionally, the Set-up Staff helps to reposition tables, chairs, or other needed equipment/furnishings in the Refuge Youth House and backyard, the church parking lot and lawn, for special events.
- C) Although most of the task focuses on moving tables, chairs, etc., into the needed arrangement in the Sanctuary or Campus rooms, occasional light custodial work is needed to prepare restrooms, hallways, etc. for the next event which is scheduled. Such custodial work sometimes involves vacuuming, emptying trash containers, and re-filling paper supplies in the restrooms.
- D) To regularly lock the GCC Facility at the close of the day, or at the close of a special event. Those lock-up times should generally be discussed with the Administrative Assistant as needs sometimes change based on scheduled use of the facility.

II. JOB DUTIES:

- A. *Work with the Administrative Assistant, and any other Set-Up Personnel, to arrange the chairs, tables, trash containers and media equipment according to the Set-up Manual for the regular operating schedule for Sunday and Mid-week Services, class meetings, etc.*
- B. *Work with the Administrative Assistant, and any other Set-up Personnel, to set-up arrangements of chairs, tables, trash containers and media equipment for special events, such as Weddings, Funeral receptions, and occasional special Worship*

Services which require re-configuring the space in the hallways, rooms, or the Sanctuary.

- C. *Work with the Administrative Assistant, and any other Set-up Personnel, to set-up arrangements of chairs, tables, trash containers and media equipment for additional meetings, either of church-related groups, or of those who rent the facility for activities which are not part of the regular congregational life, but which are hosted by GCC.*
- D. *Such set-up needs are usually written, and, if needed, diagrammed so that there is clarity for the specific set-ups needed in each room, and for specific times. Coordination with the Administrative Assistant, and with the others who help as Set-up Staff is critical to the proper functioning of this aspect of the ministry of GCC.*
- E. *To walk through the entire Main Campus facility each evening (in a schedule with other set-up assistants or designated staff) to make sure rooms are locked as needed, lights are turned off, and all outside doors and entryways (including gates) to the GCC facility are locked and alarmed when possible.*

III. **JOB SPECIFICATIONS:**

A. **Position Qualifications**

Education: None

Experience: None

General:

1. Physical capability to move tables and chairs, not more than 50lbs of weight needs to be lifted; any more than that would require assistance from another person or through equipment such as “table movers” and “hand-trucks.”
2. Ability to understand physical set-up charts for rooms in the church campus.
3. Attention to details and organizational skills.
4. Ability to interact well another Set-up Staff person, as duties frequently require good communication and coordination of the Set-Up Staff, in concert with the Administrative Assistant.
5. Ability to keep a schedule which has flexibility as to working hours.

B. **Working Conditions and Complexity**

Skills: There needs to be a self-starting aspect to the role of Set-up Staff, as often the staff member will be alone in the facility, or alone in their section of the Church Campus, and will need to work without direct supervision.

Planning: The ability to envision the amount of time needed to complete a specific day’s tasks, which vary from day to day is needed. Additionally, the ability to think through whether the facility has enough available equipment for the set-up chart to be completed as requested. Finally, advance planning to know whether the set-up(s) are

able to be accomplished alone, or with the help of other staff or assistants.

Environment: The entire GCC facility is included in the full environment of this job, though most often the work is indoors, and in the primary GCC Sanctuary and educational space.

Physical Demands: See above, **III Job Specifications, A-1.**

IV. POSITION DETAILS:

- A. **Hours:** Part-time, varying between 6-12 hours per week.
- B. **Variable Hours:** Hours will vary, depending on need and schedule.
- C. **Regular Hours:** Sunday mornings and evening “lock-up” times
Additional hours as needed to do the set-up schedule.
- D. **Attire:** Modest attire, appropriate for type of activity and/or service.

Origin Date: 12/19

Revision Date:

Review Date: