

## Ministry Teams, Roles & Responsibilities

It is expected that all ministry members are part of a life group

### House set up

Leader – Ken Mensah

4 keyholders for the school – Ken, Elvis Annan, Charles Ayankogbe & Emeka Onwuka (Akin as back up)

Sharon Bartels in contact with school in the case of any issues.

Times: 7.45/8.00am – 1.30pm

### Set up responsibilities

- Open the school – unlock and disarm alarm
- Empty the container and take everything up stairs (joint task with tech team)
- Unlock classrooms/rooms needed for kids & youth
- Open drama studio partition if needed
- Put out chairs in the main hall (using folding chairs & chairs from classrooms if needed)
- Place tables in downstairs & upstairs foyers as needed (Welcome area & refreshments)
- Place banners on fences outside
- Place refreshments boxes in kitchen
- Place kids work boxes by appropriate rooms
- Move tables to the side in classrooms used for Creche & Tiny Treasures (?)
- Place cross in main hall

### Pack down responsibilities

- All of the above in reverse
- Ensure that everything is returned to the container
- Ensure that all chairs are stacked on racks and back in classrooms
- Ensure that school is empty and as found before locking up & arming alarm

### What is expected:

- To arrive on time when on rota (once a month)
- To be available after the service to pack down
- There is no other commitment outside of Sundays but may be asked to help with special events.