

Teardown Ministry Adult Worker

The heart involved: A desire to serve in practical ways and to bless our landlord.

Scheduling details:

- Ministry Scheduler will poll for availability for each two-month cycle and will generate schedule.
- Contact the Teardown Coordinator if you are unable to serve when scheduled.

The practical tasks involved:

- Preparation: before Sunday, print out the teardown task checklist (see next page).
- On Sunday, fifteen minutes after the worship service is over, general teardown begins:
 - Teardown ministry youth helper(s) should report in to you; meet in the multi-purpose room.
 - If helpful, encourage youth helpers to gather a couple friends as well.
 - Using the attached teardown task checklist, go room by room, checking off each item as you go.
 - Our goal is to leave each room in good order (in many cases better than we found it).
 - Mentor teardown ministry youth helpers regarding diligence & responsibility.
 - Before leaving the building, inform the pastor of any remaining tasks.

Contacts: See bulletin for Teardown Coordinator and Ministry Scheduler.

Teardown Task Checklist

Nursery:

- Pick up anything left behind (totes, mat, pack & play, CD player, etc.)
- Make sure outside door is latched shut
- Check restrooms (toilets, trash on floor)

Calvary Kids:

- Pick up anything left behind (totes, flannel board, etc.)
- Make sure both outside doors are latched shut
- Check restrooms (toilets, trash on floor)

Cry Room:

- Pick up anything left behind (e.g., speaker)

Hallways:

- Uncover anything on walls we covered up

Main entryway:

- Pick up anything left behind (e.g., speaker)
- Sweep (sometimes mop) if needed
- Check restrooms (toilets, trash on floor)
- Take trash out; replace bag

Multi-Purpose Room:

- Pick up any visible trash
- Move divider to the storage room entryway
- Move any totes or equipment (e.g., sound eqt, projector, kids cave tote) to storage room
- Stack chairs and return them to coat hanger area just outside the multi-purpose room door
- Fold tables and return them to the storage room
- Sweep if necessary
- Take ice pack (in thermostat box) back to freezer in Calvary Kids room

Storage Room:

- Put all totes away (leave only one stack of totes on floor)

General:

- Place interior signs (e.g., cry room, prayer room, Little Lambs, Ckids, youth) in usher tote folder
- Take standing signs (main entryway & Calvary Kids door) to the storage room
- Pick up any visible trash
- Turn out all lights
- Close doors (storage room, multi-purpose room, classrooms)

April 2, 2013