

## **SUNDAY RUNNING ORDER**

- 9:30 Sunday Co-Ordinators arrive to co-ordinate Host Team – see Host Team Roles Descriptions sheet
- 9:45 Host team arrive  
Information Area – tidied, updated and stock check  
Toilets – stock check and clean  
Main Hall – check and tidy
- 10:00 Entrance – begin welcoming people  
Collection – check baskets, cash tin and offering sheets  
Information Area – help people find the info they require until 10:30
- 10:15 Main Hall – start directing people towards seating  
Discovery Zone team begin registering children into groups
- 10:30 Service Starts  
Entrance – welcome people until 10:45  
Main Hall – direct people towards empty seats and put out more seats if needed
- 10:45 Entrance – keep watch over foyer
- 11:00 Main Hall - make connect cards and offering envelopes available  
Main Hall - take offering, count and secure
- 12:00 Service finishes  
Information Area - help people find the info they require until 12:30
- 12:30 Main Hall – rubbish collect, tidy and Hoover  
Main Hall - straighten chairs and check if any need spot cleaning  
Toilets – stock check and clean
- 12:45 Pastoral staff member clears venue and locks up