

Public Meeting

Food

- Food organiser arranges food each week.
- Cutlery and Crockery are stored in a box above the cupboards.

Setup

- All our stuff is stored in a green bag above cupboards
- Turn on all the lights
- Neatly stack kiddie chairs and tables in the far corner.
- Do not block exits with chairs and tables.
- Buy milk if needed
- Put A board down on Darcy Street
- Tie up the banner on outside of venue
- Fuse box is in a secret cupboard built into the white wall left of the sink
- Turn on zip urn in fuse box.
- Use a small, low table to put out fliers, Bibles, pens
- Put response forms on all chairs
- We must put the 'Breaking the Silence' brochures visibly somewhere
- Close curtains if cold.
- Put out half of all possible chairs. Put out other half at 7:50pm in preparation for the start of the meeting.
- Put all empty boxes and bags out of sight once things are set up

Packup

- Do all dishes
- Pack up all TBT property, including banner and A board and put above cupboards.
- Stack all chairs against the wall to the right of the whiteboard. Do not block the cupboards.

Crossroads

Church

- Put A Board with chairs.
- Make sure all doors are lock and all lights off.
- Turn off zip urn in hidden cupboards (see above)

MCing meeting

1. Set vision first up
2. Open with prayer
3. Community life section
4. Open time for sharing other thoughts/items
5. Planned review/testimony
6. Open prayer time
7. Bible reading
8. Sermon
9. Ask everyone to fill out a response form and hand it in
10. End of meeting

Linked to Resources page