

## **Kids Church Set Up Ministry (Multi-Purpose Room)**

(Revised 2016-02-16)

1. Turn on lights (switch is just inside the door)
2. Turn on heat using the “Honeywell” thermostat located beside the door. Push the toggle switch to 20 and return to 10 degrees after the class is finished.
3. Fold up the 2 large folding tables located in the middle of the room and put the chairs away.
4. Set-up one small table, located behind the door in our office.
5. Get Kid’s Church Mat box from underneath the couch in our office.
6. Get all supplies for Table in the small Kids Church cupboard (beside door to basement).
7. Prepare computer, video projector and sound.
8. Prepare worship song
9. At the end of the service, return all items to their original location.
10. Reset the 2 large folding tables & chairs to the middle of the room.