

Project Manager Instructions

Overview

- Arrive at 8:00am
- Make sure you have copies of the Planning Center printout and Announcements printout
- Check in with all volunteer teams
- Make sure facilities are ready to go
- Help with setup if needed
- Make sure rotating announcements slides start at 9:30 (or when rehearsal is finished)
- Lead service review/prayer at 9:40
- After service, make sure tear down is complete (check all areas)
- Make sure lights are off and doors are locked before leaving

Who is responsible for what on Sunday morning?

Setup team – set up chairs, prep kids classrooms (move furniture and set up dividers), distribute bins, set up tables and signs around the building

Audio engineer – set up sound board, rehearse with worship team, prepare microphones and show any speakers how to use microphones before the service

Tech team – set up cameras, live stream and laptop; problem-solve connection issues

Hospitality team – set up coffee area, make coffee, prep and put out communion carts

Soma Kids volunteers – set out toys and set up areas, clean up toys, return everything to bins after the kids leave

Tear down team – take down dividers and move furniture in kids rooms, return dividers and bins to storage area, take down tables and return all tables, bins, and racks to storage area, stack chairs and return to storage area

Copies

Planning Center printout – 10 copies. These will be handed out at the Service Review/Prayer before the start of the service.

To print out from a laptop/desktop:

- Open the plan for this Sunday. Select the printer icon on the upper right corner.
- Under “Report” select “Service Plan” (should be the second option on the list). Adjust the margin to 0.25in and click “Submit”
- It will download as a PDF file. Check that it’s limited to two pages (so you can have one page front/back).
- Print it out and make 10 copies (make sure they’re double sided).

To print from the Services app on a mobile device:

- Open the plan for this Sunday. Select the printer icon on the center top of the screen.
- Select “Report” and choose “Service Plan” (should be the second option on the list).
- Select “Formatting” and adjust the margin to 0.25in .Click the back arrow at the top next to “Formatting.”
- Select “Next.” It should open as a PDF file. Check that it’s limited to two pages (so you can have one page front/back).
- Print it out and make 10 copies (make sure they’re double sided).

Announcements printout – you will get this via email from Erika.

Make 20 copies (make sure they're double sided) and drop off at the Welcome Table. The greeters will cut them in half and pass them out.

Check in with volunteer teams

As volunteers arrive, check in with them. Ask how they are doing and if they need anything that morning. If issues arise, help problem-solve as needed.

When do volunteers arrive?

7:30 - worship team

8:00 -

8:30 -

9:30 - greeters, Soma Kids host and crew leaders

Facilities Check

Do a check around the building. Here are some things to look for:

- Walk through the entire building (including downstairs). If you see any damage (broken windows, etc.) we'll want to let Grif and Sandie know ASAP.
 - *In case anything is damaged in the building before Sunday morning, we want to be able to confirm that it happened before we were in the building.*
- Look around the auditorium. Anything that does not need to be there for our service can be moved into our storage area or into a hallway (sports equipment, furniture, extra music stands, etc.). We want the auditorium and stage free of clutter.
- Take a walk through the lobby. Any extra things (delivery boxes, trash, etc.) can be moved out of the way (behind the reception desk or into our storage area). We want the lobby to be clean and free of clutter.
 - *There are often instrument storage racks in the lobby with instruments in cases. Those are fine, but if any instruments are laying on the floor, put them back onto a rack.*
- Make sure all the lights are on the lobby, coffee area, bathrooms, and kids hallway. *Not all of the lights work, so try all the switches you can find if an area seems dark.*
- Once the auditorium and stage setup is done, make sure that all the black panels on the pipe-and-drape on the stage and the back of the auditorium are down and look neat.
- Take the large outdoor signcade down to the street – put it on the grass on the east side of the driveway. You'll probably want to drive this down the hill.

Service Review and Prayer

At 9:30 or 9:35, give a 5 minute "warning" to service review and prayer time. By 9:40, gather everyone involved in the service on the stage.

- Hand out Planning Center printouts to anyone who wants one
- Read through the order of service, pointing out who is doing each part
 - Make sure Slides Operator knows if preacher plans to use pre-loaded scripture slides
- Ask if there are any questions, concerns, etc
- Make sure anyone with a speaking role knows where the mic is and how to use it
- Verify that everyone knows when they will come on stage, where to come on, etc
 - Live stream director is the go-to for service flow
 - Audio engineer is the go-to for microphone/sound questions

- Begin prayer time. Ask one person to open and another person to close in prayer.
- It's go time!

Pre-service check

After the service review and prayer, take another lap around the building and check in with all the volunteers (hospitality, welcome, kids host). Make sure they have what they need. Verify that communion is set up and offering boxes are on all of the carts.

If any volunteers arrived at the last minute, check in with them to make sure they have what they need and know what to do.

After service

Check in with the tear down crew (check Planning Center). Make sure they know what to do. **Kevin Mather is the tear down team lead – any questions can be directed to him.**

Before leaving the building

- Check that trash was taken out (hospitality team). **Dumpsters are outside the side door (keep walking past the bathrooms).**
- Check all areas that were used to make sure cleanup is complete and the building is ready to go for tomorrow. Make sure all garbage is picked up in the auditorium.
- We don't need to do general maintenance (vacuum, etc), but if there's an area that is particularly messy, pick it up or ask another volunteer to take care of it. **All maintenance supplies can be found in the closet by the front doors.**
- Make sure all lights are off and doors are locked before leaving. If you are not the last one out, make sure someone there knows how to turn off lights and lock the doors.