Team Job Descriptions

# STEWARDING

Arriving 20 minutes before each session. Sessions are both afternoon and evening (volunteers choice)

* Welcoming
* Assisting less abled to seats
* Taking Collections
* Counting Collections & Passing collection to authorised daily banker
* Ensuring safe environment
* Chatting with guests during daytime
* Site security during daytime

# MINISTRY TEAM

* Praying for people’s prayer requests
* Praying for healing

# WORSHIP/PA

Sound check 6:30pm for evening (any afternoon sessions please arrive 20 mins before start

* WORSHIP … Lead worship, assist leading worship
* PA … Manage sound system, sound checks, sound technical support for musicians etc
* PROJECTOR … Projecting lyrics and any presentations

# HOUSEKEEPING

* Keeping area clean & tidy, ensuring portaloos are regularly re-stocked with toilet paper & bleached (portaloos contracting company will be cleaning/emptying them).
* Safety checks … checking barrier is up around tent, no cables showing, tent pegs still in place
* Emptying litter bins

# ~~HOSPITALITY~~

EVANGELISM

Daytime & Evening, based at the bus

* Witnessing to those outside tent during daytime and evening?

SETUP

Will be done on Weds 20th meeting at 9AM and helping to setup the tent finishing some time around 1pm-2pm.

We will need at least 10 fit and strong people to raise the 18 metre big top.

PACK AWAY

12 noon on Weds 27th for approx **XX** hours

* Helping set down tent and pack away into van
* Helping empty tent and pack into cars
* Clear any rubbish from site

DECORATION

* Setup decorations for tent

Starts asap after tent is erected at approximately **3PM?** on Weds 20th

FIRST AIDERS

Available for first aid during the sessions. Please volunteer for another role and just be available if needed.

TEAM erect TENT > put out chairs (everything that Tim Grant brings)

Kathy/Jan/Robert Brain/ Decorate (everything that kathy/jan.robert bring) (they start 2-3 hours after tent team starts when tent erected

* X start erecting tent ~~Tim arrives with tent 9am. Meet Team 10am~~
* X +2-3 hours tent finished
* X+2─3 hours erect cross (30-90m??)
* X+2-3 hours decorate (2-3h max?)

x=11

Tent erected by 1-2pm

Leaves 4 hours to decorate and 1 hours spare

This is from the proposal...

Management of the Event

10 Days will manage the event and in conjunction with the tent owners be holders of the appropriate insurance. The main control point for the entire event is based in ‘The bus’ which will be parked onsite at Forbury Gardens. In addition to this effective management of the event is achieved through mobile phone communication and continual walking of the site linking guests and Teams. We will aso have a conversation with the police about having access to the Town safe Radio. Teams will be encouraged to assist and support guests where needed.

Safety / Security

Security management of the event is vital to ensure the event runs smoothly. All staff will take special care of any changes in the area , people acting in a suspicious manner, packages left or vehicles left in unauthorised areas. In the event of any major incident occurring or having the potential to occur staff will be instructed to contact the Event Manager immediately. The event manager will delegate the incident as appropriate. Two members of security will be onsite throughout the night during the 7 days and although the tent will be available for prayer 24 hours it is expected to have minimal visitors during the night.

A safety announcement will be made before each evening's meeting.

Team Information

Event Control

Based at the control point in ‘The Bus’ near the tent, responsibilities include overall event and administration control as follows:

Overall event management

General vehicular and visitor management Major incident management

Directing of programme and information Liaison with guests

Ensuring safe event delivery

layout of site

Staff management

Stewarding

On arrival stewards should make themselves familiar with the site and especially with the location of and use of all safety equipment. They will ensure any gangways and all exits are kept clear at all times.

House Keeping

A specific team will be dedicated to be responsible to House keeping and making sure the main tent is set up, safety checked and ready for the event over the 7 days. Litter bins will be provided in and around the tent to help ensure that the gardens are kept tidy. They should also ensure the site is kept clean and tidy, bins are emptied and new liners installed as necessary and that toilets are equipped with toilet paper, soap and clean towels before each event.

PA

The PA staff should arrive in time to make sure that the system is switched on and setup ready for a sound check for any incoming event. They should liaise and meet the requirements of each of those leading the programme and be ready to deliver them in a manner which ensures the safety of those taking part and the members of the public. They are also to ensure that sound levels are kept within acceptable levels remembering excessive levels although enjoyed by the younger can ruin an event for older people.

It is vital that the public are kept safe from electrical and cable trip hazards. Attention must be paid to clearly marking any hazards.

Prayer/worship teams.

Worship leaders/teams will ensure that they have discussed any requirements with the PA team before the event as on the days of the event it might be too late to provide any equipment that is required.

Children's Activities- Decorate your own St. James Scollop shell. Team Leader:

Contact:

All members of staff working with children at the the Big Tent Event must be DBS checked and the Team Leaders must have seen an up to date DBS certificate for everyone on their team prior to the event. Parents/guardians will be expected to be responsible for their own children at all times and will be expected to stay with their children although assistance will be offered for the crafts and art activities.

First Aid

Over the 7 days there must be a registered first aider on the Forbury Gardens site during all events. They will be responsible to only carry out first aid within their level of training and to call for appropriate assistance for anything beyond this. Royal Berkshire Hospital is the Accident and Emergency department and any walking wounded should be directed accordingly. The first aider will also be expected to make an entry in the First Aid log held at the control point in ‘The bus’ after giving any first aid. They should also immediately after giving any assistance, make the event controller aware of any safety issues highlighted by the incident.

Welfare Arrangements

Event Information

The control point at ‘The Bus’ will be the one main point of distribution for event information. Communication via mobile phones will allow early management of any situations that may arise.

Refreshments and catering

Tea, coffee and hot chocolate will be served in the main tent.

Toilet

4 single unit toilets positioned behind the refreshments cafe near the entrance.

Bins

2 large wheelie bins will be located next to the toilets.

Forbury Gardens

Care will be taken of all gardens and any reparations will be carried out in agreement with Forbury Gardens gardener and Luke Lloyd of Reading Council.

A special flooring will be used in the tent designed to cause minimal damage to grass and allow new growth during the period of use.