



W A G G A W A G G A  
E V A N G E L I C A L C H U R C H

## Position Description - Pack Up Team Member

*Colossians 3:23, 24*

*Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.*

Being a team member on the pack up could feel like being on a team that is just doing a chore - but it is far more than that and is a team that is making an incredibly important contribution to what we are trying to do at WWEC. Our goal at WWEC is to bring as much glory to God as possible and the pack up team make a significant contribution to that by helping us return the facilities we use to the same condition [or better] that they were found in. Without carefully packing up the facilities we use, we would be unable to meet together publicly on Sunday which would seriously hamper our ability to grow people in the Gospel. Without a pack up team we would dishonour God's name by not loving the school in which we meet. Without a pack up team we would also dishonour God's name by not loving our church family as well as new comers who come to hear about Jesus [some for the first time]. The pack up team is not simply doing a task, but bringing great honour to God as they love our church family, the school in which we meet and new comers to church.

### Brief Description

Pack Up is a vital, but understated, role. The Pack up Team members are responsible for making sure the Christian College Hall is returned to the same condition as the building was found prior to WWEC Sunday church services. The team member will be responsible for packing up WWEC in the Christian College School Hall after the 11am service. The team members goal is to complete the pack up safely and efficiently leaving the building in the same condition as it was prior to church following the 11am service.

### Detailed Description of Pack Up

At the end of the 11am service complete the tasks outlined in the '**Serving Guide - Pack up**'.

### Expectations

- Team members will be part of the team for the year (not limited to that time) and are encouraged to review their participation in this ministry at the end of the calendar year
- Team members will complete the Pack Up task on the dates they are assigned on the WWEC Roster. Where unavailable the team member will try to swap with another Pack up team member. When a swap is made please;
  - text your Pack Up Team Leader
  - forward the reminder SMS received on the Friday (before a Sunday service) to the team member who agreed to swap
- Team members will be attending a Sunday service regularly

- Team members will adhere to WWEC Safe Church policy and agree with the WWEC Volunteer Code of Conduct
- Team members will understand and adhere to the WWEC WH&S procedure for incidents & hazards. If an incident occurs during pack up an 'Incident form' needs to be completed and provided to the Pack Up Team Leader. If the team member identifies a hazard/near miss during pack up a 'Hazard/Near Miss form' needs to be completed and provided to the Pack Up Team Leader
- Team members will take an interest in praying for other members of their team and church family
- In the event of any issues that arise in the course of serving in this ministry, the team member is to bring them to their team leader. If this is not possible, the team member can bring their concern to a member of the pastoral staff

## **Accountability**

Team Members are to work under, support and accept the authority of Team Leader Pack Up.