

WEDNESDAY EVENING PROCEDURE

BEFORE DATE

- Check in with the speaker and worship team several days before
- www.swc.church/events
- Engage with the "event" page each days
 - click invite
 - repost on your FB page
 - share on the SWC community page

ARRIVAL

- Lights
- Heating in Cafe (if needed)
- Unlock main church door

TEAM MEETING

- Meet with team at 6:15pm
- Go over any designated roles
 - offering (see procedure below)
 - Greeters
 - Coffee
 - Set up room with team
 - PA system working
 - Mic for leader/preacher
 - Pray with team

MEETING

- 7pm Welcome
- 7-7:30pm Worship
- 7:30pm Prophetic
- Welcome any new people
- Testimonies
- Offering
- Sermon
- Altar team/ Ministry

AFTER SERVICE

- Chris and furniture back in normal place (Plan on notice board)
- Heating off (50 degrees)
- Lights off
- Front door locked, all other doors checked and looked

OFFERING PROCEDURE

Designate 2 people to collect offering. After taking it, the 2 people take offering to the conference room and place it in an envelope there. Both people should print their name on the envelope and staple it closed. The envelope is then placed in the letter box in the finance office.