

# SOUL Church Guidelines

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## Your Team Leaders (Who to contact)

Each area of service has someone overseeing it. They have the responsibility to make sure that everything runs smoothly, that there is enough people serving and to deal with any problems if they arise. This person is your main point of contact.

**Music:** Brianna Skierka (Team leaders, Brianna, Hannah & Benjamin)

**Set up & Pack up:** Isaac Laredo

**Cooking:** Elizabeth Calderwood

**Sound & Data:** Tim Steel

**Service Leaders:** Paul Hutchens

## **General Info**

A big thank you for using your gifts to serve Jesus and His church here at SOUL. We would not be able to run SOUL church without your generosity and servant hearts.

To help things run smoothly and consistently this document here outlines the latest guidelines for each area of service. We have put them in one document to make them easier to find and update. Please take some time to refresh yourselves of the information here. If you have any questions or notice any errors, please contact [deacons@soulchurch.org.au](mailto:deacons@soulchurch.org.au)

## ***Weekly reminders***

Every Thursday a bulk email and SMS goes out to remind people that they are serving that week. If you are not receiving these emails please contact [deacons@soulchurch.org.au](mailto:deacons@soulchurch.org.au) or if you need to update your details, you can do so [here](#).

## ***What to do if you cannot serve that week***

If you cannot serve that week, please try and give your team as much notice as possible by doing one or more of the following:

- Try to find a swap yourself and let your team know
- Notify your relevant team leader if you can't
- Contact [deacons@soulchurch.org.au](mailto:deacons@soulchurch.org.au) if you have any problems

## ***The Roster***

The roster will be released quarterly. If you have any unavailabilities please try and fix if necessary when the roster comes out. If you are going to be away for a large chunk of time, please give your team leader advanced notice before a new roster starts.

## ***Final note***

Once again, thank you for your continued service at SOUL. If you have any questions, notice any problems or see anything that needs fixing, please contact [deacons@soulchurch.org.au](mailto:deacons@soulchurch.org.au)

## Set up

**Arrival time:** 4:00pm. Set the following up as pictured.

**Welcoming:** When done organise amongst your team to welcome ( downstairs to hand out bulletins, upstairs to make people a tea/coffee, greet new people)

	<p><b>Communion Table</b></p> <ul style="list-style-type: none"> <li>→ Table cloth</li> <li>→ 50 glasses with juice</li> <li>→ 25 glasses with wine</li> <li>→ 3 plates</li> </ul>
	<p><b>Tea and Coffee</b></p> <ul style="list-style-type: none"> <li>→ Urn (set to 90 degrees)</li> <li>→ Mugs</li> <li>→ Tea Caddy</li> <li>→ Coffee</li> <li>→ Milk</li> <li>→ Sugar</li> <li>→ Teaspoons</li> <li>→ Water and glasses</li> </ul>
	<p><b>Info Table</b></p> <ul style="list-style-type: none"> <li>→ Red Bibles</li> <li>→ Bookstall books if available</li> </ul>
	<p><b>Food</b></p> <ul style="list-style-type: none"> <li>→ Bowls</li> <li>→ Spoons</li> <li>→ Rice Cooker</li> <li>→ 3 Hot plates</li> </ul>

## Pack Up

### Chairs

- Stacked in piles of 10 and placed along side wall using the dolly (do not drag)

### Tables + Downstairs

- Wipe down all tables. Take needed tables downstairs and set up rooms as pictured below. Leftover tables can be stored near sound/data area
- Reset downstairs rooms as pictured (see below)
- Bring any toy boxes and baby change table back upstairs

### Tea/Coffee, Cooking and Communion

- Tea/coffee and hot plates materials are all packed away neatly
- Check that all washing up is done and packed away neatly (bowls, crockery, communion)
- All gear on info table is packed away

### Final Check

- Check for any leftover rubbish and place in bin (e.g. bulletins)
- Place any items in lost property bin
- Check that washing up room is left neat and orderly
- Do one final sweep to make sure all evidence of SOUL church has been removed ☺



## Cooking

**Arrival time:** 4.15

### ***Why does SOUL have meals?***

Cooking at Soul is not just about feeding bellies!

It is about showing the love of Jesus through hospitality, providing a space in which deep and meaningful conversations occur, and creating opportunities to engage with non-Christians.

Providing dinner also allows us all to take part in Sunday night's without the pressure of getting home and making a meal. See what a big impact your cooking makes? Thank you!

### ***What does it mean to be on a cooking team?***

You will be rostered certain weeks to cook with your team. Copies of the roster are available and email reminders are sent the week you are rostered to cook.

We will approach you to sign a copy of the food safety guidelines. These simple practices keep food safe and hygienic. Do ask if you need help understanding them. (See copy below.)

Pick something inexpensive that you are comfortable cooking, and make sure the recipe feeds 25 people. Appropriate quantity recipes are in a cookbook on the Soul website.

Large pots, serving utensils, microwave, hot plates and rice cooker (plus rice) are available.

Rebates are available upon request (by giving receipts to the BOM), however we are heavily dependent on your generosity. Since no one has been claiming money for cooking, meals make up a tiny amount of Soul's budget! (only \$7.70 per week)

### ***How much do i cook?***

Your team should serve 100 people total. Typically, **4 households each cook for 25 people.**

\*A guideline is that 6 litres can serve 1 cup (250 ml) to 24 people.\* So to do your part, please bring a minimum of 6 litres of food.

All 4 people on a team need to **bring 6 litres of food PLUS rice, bread or pasta** to make sure everyone goes away satisfied.

That said, feel free to coordinate as a team to do something different to serve 100 people, such as burgers, spring rolls, etc. Just please make sure that everyone takes an equal share of the work and expense.

### ***What if I cannot cook as rostered?***

If unable to fulfil your commitment to cook, it is essential to **arrange a replacement cook.**

This can be as simple as asking a friend. (Providing them the recipe and/or ingredients makes it really easy). Alternately, you could switch with someone who is rostered on a week that you are able to cook.

If all else fails, please contact Elizabeth Calderwood or the deacons.

### ***Serving the food on Sunday***

When you arrive, place food on a hot plate (set on low). Plug in one hotplate per extension cord/outlet. Unplug the hotplate once you start serving food, so it will be cool for pack up. If your team is using rice, start the rice cooker before the service. Instructions are with the rice cooker on how to make the proper amount.

Dry erase markers and signs are available to label what you have cooked. You may use blue tack to display these on the wall behind the food stations.

When the service concludes, stand behind the food tables with your team to dish up food to everyone coming through the line. Thank you!

## **Food safety at SOUL**

Foods need to be handled correctly to ensure that they do not become contaminated and that the bacteria already in the food do not have an opportunity to grow to dangerous levels. One of the most important factors for bacteria growth is temperature, with the known danger zone being between 5° and 60° C.

If raw food is cooked thoroughly, most bacteria will be killed. Then food must be stored and transported correctly to keep the naturally forming bacteria at acceptable levels.

Thank you for helping us keep the meals at Soul safe and healthy for all!

Please follow these guidelines:

### ***Personal Hygiene***

- Hand washing - Wash hands thoroughly with soap and warm water before handling food and after visiting the toilet, coughing or sneezing, handling garbage, or any other activity that may carry bacteria to food.
- When handling food tie long hair back.
- Do not smoke, chew gum or undertake any other unhygienic practice while handling food.
- Injuries – Completely cover all wounds or cuts on hands or arms with bandages.
- Individuals suffering from communicable illness should not prepare food until they are well.
- Store chemicals, cleaning equipment, etc away from food preparation area.

### ***Food Preparation***

- clean food equipment, utensils, and food contact surfaces before use.
- Plan preparation so ingredients are below 5° or above 60° C to the extent possible.
- Cook food to 60° C internal temperature. If food is cooked from a frozen state extra care must be taken to ensure the food is cooked right through.
- Cook food thoroughly, especially those of animal origin, ensuring the juices run clear.
- Keep raw food separate from cooked or ready-to-eat foods.

### ***Storage and Transportation***

- Cover food with lids, foil or plastic film to protect from contamination.
- Keep cold food cold (below 5°). Keep hot food hot (above 60°).
- High risk foods such as meat, dairy products and seafood must spend only the minimum possible time in the temperature danger zone (between 5° and 60° C).
- If reheating food, ensure that it is brought to the boil and simmered for at least five minutes.

## Music Team Member

**Arrival time:** 3.15pm

### ***What it's all about***

We sing in response to God's goodness and grace towards us (Psalm 13:6; Ephesians 5:18b-20), to tell others of God's power and salvation (1 Chronicles 16:9,23; Psalm 9:11; Isaiah 12:5), to teach and encourage each other (Colossians 3:16); because God commands us to (Psalm 30:4) and because it is 'pleasant and fitting' (Psalm 33:1, 135:3, 147:1).

As a music team member, your job is to accompany the congregation in singing praises to God.

Music that is most helpful in this task is undistracting (with neither prominent eloquence nor mistakes), and is conducted in a style that is appropriate to and draws attention to the meaning expressed in the words of the song.

### ***How it's done***

Being a member of a music team at SOUL Church involves the following:

- Receiving an email at the beginning of the week you are rostered to play which lists the songs and team for the coming Sunday
- Arranging someone to fill in for you if you can't make it, and then letting your team leader know
- Practicing during the week, if necessary, to be ready to play confidently on Sunday
- Arriving at SOUL's venue (45 Melville Street) for practice at the time set by your team leader (included in that week's music email)
- Praying, then rehearsing the songs together as a team
- Consulting with the Data Projectionist to ensure the order of verses/choruses match what you are singing
- Being together as a team on stage, ready to go by 4.30pm
- (vocalist) Inviting the congregation to stand to sing and take a seat at the end of a block of songs
- Helping pack up the instruments and sound equipment at the end of the service if needed

### ***Who can join the team?***

- Anyone who loves Jesus and is either a member of SOUL Church or would honestly answer 'yes!' to the SOUL membership questions (which we believe any Christian would agree with).
- Anyone who plays an instrument and would like to use their gift to serve God at SOUL Church is welcome to join a music team.

## Sound and Data

**Arrival time:** 3.10pm (sound) & 3.45pm (data)

### **Why serve on sound and data?**

Without proper sound and slides our praise and worship to God will not be as effective as planned. From the songs we sing to God's word read out and preached on, having balanced and audible sound with correct slides is extremely important.

### **Teams**

Each sound and data person is paired up with a music team. This is done to make sure that communication between us is easier. Please check the current roster for updated team assignments

### **Checklist**

The below checklist should serve as a reminder of what to do when you are rostered on. Please speak to the team leader or another sound/data person if you are unsure about any of these points.

<b>Sound</b>	<b>Data</b>
<p><b>Before Service</b></p> <ul style="list-style-type: none"> <li>• All needed equipment is set up (anything unwanted packed away)</li> <li>• Check battery levels of lapel and roaming mike (2 bars min)</li> <li>• Do sound check with all musicians before practice</li> <li>• Check fold back levels</li> <li>• Monitor and adjust sound levels during practice</li> <li>• Check baby room speakers downstairs</li> </ul>	<p><b>Before Service</b></p> <ul style="list-style-type: none"> <li>• Prepare slides using template (lyrics, announcements, bible reading)</li> <li>• Turn on projector</li> <li>• Check audacity is working</li> <li>• Confirm lyrics with singers (by 4.50pm)</li> </ul>
<p><b>During Service</b></p> <ul style="list-style-type: none"> <li>• Monitor sound levels – mute channels when not in use.</li> </ul>	<p><b>During Service</b></p> <ul style="list-style-type: none"> <li>• Advance slides when necessary</li> <li>• Record sermon</li> <li>• Select and play communion music (Google play or downloaded)</li> </ul>
<p><b>After Service</b></p> <ul style="list-style-type: none"> <li>• After service Mute all channels</li> <li>• Turn of sound desk</li> <li>• Pack up equipment (musicians should help)</li> <li>• Check sound equipment in store room is neat and orderly</li> <li>• Don't forget to reverse roll leads</li> </ul>	<p><b>After Service</b></p> <ul style="list-style-type: none"> <li>• Upload sermon (sermon title in bulletin)</li> <li>• Turn off projector and computer</li> <li>• Check that sound/data desk area is neat and orderly</li> <li>• Help sound with pack up</li> </ul>