

Key Person - Role and Responsibilities (Updated 2 October 2017)

(Please be at church by 9.30 a.m.)

Before the service

1. Move Central food donation baskets from coat cupboard to foyer (just outside auditorium doors).
2. Put car park sign out on the footpath opposite the car park entrance (sign is in the coat cupboard).
3. Fill the urns with water and switch on. The urns are usually kept in the lower (main) kitchen. It needs to be turned up to level 5 in order to boil adequately - this does create some steam in the kitchen so please place the urns on the other (right) side of the bench underneath the extractor fan and the fan turned on, and turn it down to level 3 once boiled.
4. When children go out from church service, check back kitchen behind the auditorium to ensure it is ready for after service coffee and tea. There needs to be milk in the fridge in the main kitchen (at least 2 litres - Roselyn organises this), coffee, tea bags, sugar, teaspoons and plenty of cups.
5. Put newsletters and Baptist Magazines (when available) and any other hand-outs on the small table where people enter the church. These are found on top of the side bench in the main office.
6. Open only the side door at the front of the auditorium for disabled access. Please do not open any office doors or the plant room door. Please also ensure that any doors opened are locked again after the service.
7. During the colder months please check that the heaters in the crèche are on so it is warm for the children. (Note: Heaters are switched on by someone else as this needs to be done very early in the morning). Also check that heating in the main auditorium is on. The switch for central heating is at the top of the stairs behind the auditorium. Remember to switch off central heating after the service.
8. Generally tidy up foyer as other groups may have been in over the weekend and check the entrance way and footpath for broken glass and rubbish.
9. Arrange 4 people to take up the offering - please ask one of these people to pray for the offering (if they wish to use a prepared text please give them the photocopied suggestions (which are available in plastic sleeve on notice board in church office). Let the others know that once they have brought the offerings to the front they may sit down, there is no need to wait until the music and prayer has finished.
10. Around 9.50am check to see if the sound and power point people have arrived, if not, liaise with pastors.
11. Ensure blinds behind piano and organ are shut.
12. Be around to help with things like photocopying, letting people into the front office etc.

After the service

1. Walk through the building turning off all lights and heaters and closing windows.
 2. Put back left over newsletters, magazines etc. (from small table at entrance to auditorium) into the church office. Check pews and remove any rubbish, belongings etc. Put these on the side bench in Main Office. Move food donation basket(s) to Main Office.
 3. The car park remains open for the Chinese Church but please put the footpath sign back in the coat cupboard.
 4. Lock the building and any doors which have been opened (make sure the door at the top of the ramp is securely locked).
- There is a first aid kit on top of the fridge in the main kitchen (downstairs off the hall)
 - In case of emergency the Key Person is responsible for being the warden of area A: the auditorium, crèche and foyer (including toilets and office).

SECURITY INSTRUCTIONS

Open metal door at front of building or at end of side ramp. Disarm the security system (located by office door or just inside ramp door). You only need to turn off the one control by the door you entered.

RED light on shows system is ON GREEN light on shows system is OFF

If alarm is on: put the card key you used to open door up into slot at bottom of alarm box (arrow facing towards you and pointing upwards), push the key up until you activate the system. The green light will come on when you remove your key. You have about 60 seconds to turn alarm off after you have opened the outside door.

If the alarm goes off: don't panic. Put your key in as described above and turn the alarm off. THEN RING HARBOUR CITY SECURITY¹ (the nearest phone is located through the white door between the front door & the alarm panel). Their phone number and the code to quote are on a sticker on the phone. If you have entered by the ramp door you will need to come to the front foyer to access the phone.

When you leave the building please make sure that you re-arm the security system. Once again this is done by putting the key into the slot and pushing upwards until the system is activated. You have about 60 seconds to leave before the red light comes on showing the system is activated.

EMERGENCY PROCEDURES:

Fire Alarm

On any given Sunday, the Key Person is responsible for being the warden of the areas seen in 5A (below). Wardens are asked to wear a hard hat which is located by the piano under the music.

1. Get out quickly via the nearest exit.
2. Help the young, aged and infirm near you.
3. Move quickly but without rushing or panicking.
4. Go straight to the parking area next to this building (outside Capital Car Park). Move away from the front of the church building to give access to the Fire Service personnel. Do not cross the road.
5. The building is divided into three areas:
 - A. The auditorium, crèche and foyer (including toilets and office)
 - B. The hall and other downstairs rooms
 - C. The rooms at the rear of the auditorium (offices, meeting rooms and toilets)

A hard hat is available in each zone for the warden. A responsible person needs to act as warden for each area, ensuring the whole area is evacuated, all doors and windows are closed, and the tag placed on the board in the foyer.

¹ This is most important. If the alarm is accidentally activated and Harbour City Security are not advised they will send out a security guard and charge us for that.