

Student Responsibilities

Summer Term 2008

Important:

- These responsibilities apply to Monday nights at the Fire Institute.
- All “setup” duties must be completed by 6:00 PM or sooner.

Prayer Room:

Team 3

Setup: Arrange chairs, tables and tablecloths. Obtain green box and wooden lectern for instructor’s class. Make sure the box has digital voice recorder, markers, 3A batteries, stapler, pens, stamp, and attendance sheet.

Tear down: Put away the chairs, tables and tablecloths. Erase the board. Return the green box and attendance sheet to the TFI office. Turn off lights in Prayer Room. Return the Digital Voice Recorder to Pastor Kevin’s desk.

Sanctuary:

Team 4

Setup: Obtain and place acrylic pulpit in front of the altar. Obtain tripod easel, paperboard, and marker. Set them up on the instructor’s left-hand side, i.e. to the right of the pulpit. Obtain green box and place on the altar. Make sure the box has markers, 3A batteries, stapler, pens, stamp, and attendance sheet.

Tear down: Return tripod, easel and marker. Return the green box and attendance sheet to the TFI office. Turn off all lights in the main sanctuary.

Registration & Food:

Team 2

Registration Setup: Prepare tables in front of the sanctuary for official school business. Assign 1-2 assistants to obtain and manage all materials related to student services, e.g. student records, payments, handouts, sign-up sheets.

Tear down: Return everything to the TFI office. Be sure there is no trash or food left behind. Return sensitive items directly to TFI Director.

Technology, Sound Board & Digital Camera:

Team 1

See leaders in this area for specific instruction.

Primary Soundman: _____	Backup Soundman: _____
Primary Cameraman: _____	Backup Cameraman: _____
Primary Webmaster: _____	Backup Webmaster: _____