



SET-UP PROCESS & TEAM STRUCTURES



A Guide for Efficient Set-Up & Tear-Down Team Structures

INTRODUCTION >

HELLO!

In the last twenty years, Portable Church® Industries has helped thousands of churches find success in a variety of portable environments and helped them mobilize their volunteer teams for efficiency.

Personally, I have led teams at my own launch and portable venue. Additionally, I've had the pleasure of working with and training several hundred church leaders over my last twelve years with Portable Church®. Through these experiences, I've helped develop a variety of training resources. This ebook is one of them.

If you are a new church planter, campus pastor or are in the exploratory phase of planting or campus expansion, you already know that volunteer organization and planning are two of the biggest hurdles you'll encounter. That's why we've decided to release this ebook. This ebook is a collection of the same plans we use to train church teams when we deliver and set-up their Portable Church® system for the first time.

These plans are fine-tuned, user-tested and have the experience of more than 2,000 churches behind them. We go over everything -- from the best way to organize your set-up to the order of operation to the actual number of people you'll need.

As you explore the next phase of growth or efficiency for your church plant or campus, we hope you'll find this ebook a valuable resource for mobilizing your volunteer crew.

God Bless,

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VOLUNTEER STRUCTURE >

One of the most common questions we get is, "How many people do we need for set-up in each area?"

This chart represents our recommendation for the amount of people needed to set-up each of your portable environments. The right number of people is important -- having too many people doesn't empower your volunteers to have ownership over their area and can ultimately lead to people not feeling needed. If your volunteers don't feel needed, they might quit or stop showing up! Having too few people places an unnecessary burden on your volunteers.

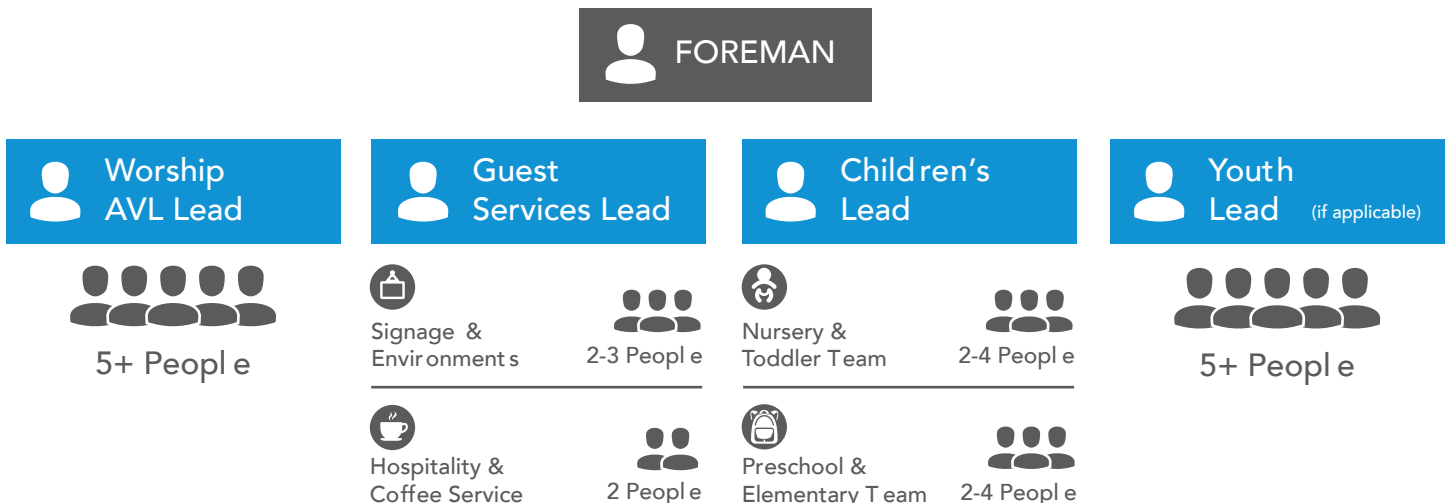
For portable churches using a Portable Church® System, running 250-500 adults, we recommend a total of 14-24 volunteers for your set-up / tear-down crew. That number of volunteers is perfect for churches that have Audio / Video / Lighting (AVL), Signage, Coffee, Welcome Area, Backdrops, (4) Class Rooms and (1) Youth Area.

If you're just starting your church or campus, it should take about six weeks to hit your stride as a volunteer team. During this time, you'll want to train two separate teams so that you can alternate teams as you move forward, giving each team a week off between volunteer obligations.

For the first two weeks, it's a good idea to have both teams serve so they can gain confidence setting up, using and tearing down your system. After that point, instituting an alternating volunteer team structure will drastically reduce volunteer burn-out.

If you've been portable for awhile and are looking to revamp your volunteer structure, start over from the beginning. Re-systemize and re-train your volunteers as if this were the beginning.

This layout suggests the minimum amount of volunteers (especially in the first six weeks)
 NOTE: If you have truss, add one, to two more people in the AVL Area



Refer to Breakdown Sheets for each team's set-up plan.

TRAINING YOUR TEAMS >

JOB DESCRIPTION: FOREMAN

Provides general leadership on Sunday, ensures progress, helps troubleshoot and ensures the needs of the teams are met. The Foreman makes sure that the team is empowered and informed to take care of any special or unusual needs for the worship service. Additionally, the Foreman is responsible for making sure the system is appropriately maintained.

JOB DESCRIPTION: WORSHIP / AVL LEAD

Responsible for the overall set-up in the adult worship space, building a team, managing team schedules, training and empowering volunteers. They ensure quality set-up and running of the audio, video, lighting and Truss systems. On Sundays, he makes sure everyone stays on schedule and fill in where necessary. (SEE DETAILS ON PAGE 6.)

JOB DESCRIPTION: GUEST SERVICES LEAD

Takes ownership of the guest experience on a Sunday. This includes lobby aesthetics, registration environments, table displays, store set-ups, refreshment area and navigation. His ultimate goal is to ensure a welcoming environment in the church. This Lead is also responsible for building a strong team and empowering the team as well as maintaining volunteer schedules. (SEE DETAILS ON PAGE 7.)

JOB DESCRIPTION: CHILDREN'S LEAD

Responsible for ensuring the excellence, safety and security of the children's environments. Runs the team experience on Sundays -- providing general leadership, troubleshooting as necessary and filling in where needed. Recruits and builds volunteer teams and manages team schedules. (SEE DETAILS ON PAGE 8.)

JOB DESCRIPTION: YOUTH LEAD

Responsible for ensuring the excellence, security and welcoming element of the youth environments. Runs the team experience on Sundays - provides general leadership; troubleshoots, as necessary and fills-in where needed. Recruits and builds volunteer teams and manages their schedules.

FIRST SET-UP EXPERIENCE

You will need anywhere from 24-40 volunteers present for the first day of training and for your pre-launch or launch service. Any less than that and training will take much longer; too many, and it's hard to keep people focused and motivated.

If you have a large number of volunteers, consider dividing the team into two groups. The first group attends the initial training. This first group can then train the second group on the second weekend. Then, both teams can serve together for a weekend or two, building their confidence to serve on their own.

If the teams using the gear are different from the teams setting things up, we recommend the following: the Set-Up Team arrives 2 hours before the other team using the equipment. When the team, using the equipment, arrives, the Set-up team provides a cursory training and tour of the equipment.

If you already have multiple teams in place, please be sure all volunteers from all set-up and tear-down teams are there for both days of training. We suggest having two teams of 12-15 people to alternate in the week's post training.

If you did not purchase a Portable Church® System, we suggest the 2-Day Training Process over one weekend. Having a 2-Day Training Weekend, instead of 1-Day Training, separated by a week (or more), really increases the momentum of your team. Your first time setting up, usually on a Saturday, takes a very long time. Having the team set-up immediately again the next day, not only reinforces knowledge, but it also increases confidence. This builds positivity and excitement about being a part of the set-up team.

SET-UP PROCESS OVERVIEW >

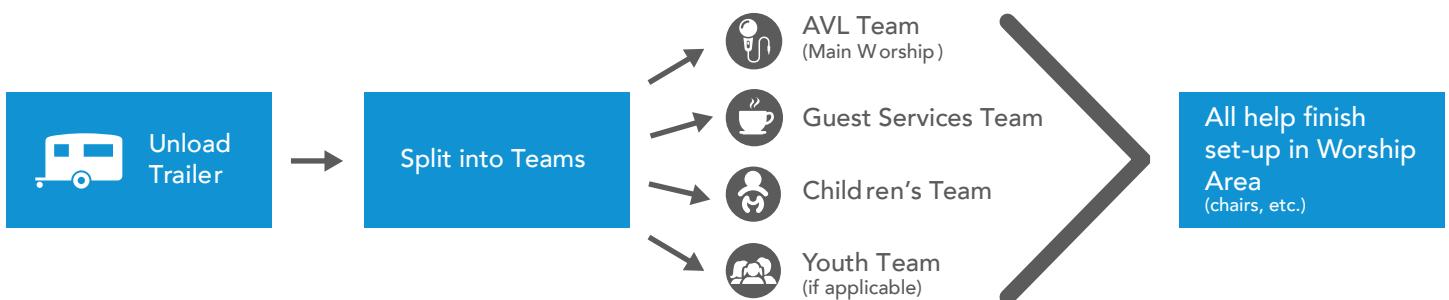
For the first few weeks as a portable church, you'll be finding your rhythm as a team. There's bound to be a lot of questions about who should be doing what and when they should be doing it.

We've found that the most efficient way to organize your volunteers is as follows:

1. Start as one big team for prayer and focus for the day ahead.
2. Unload the equipment from the trailer (or storage unit) as a large group.
3. Once the trailer is empty, your group should be divided into four smaller groups - Main Worship (AVL), Guest Services (signage, coffee, lobby areas), Kids' Ministry (registration, security and all classrooms), Youth Ministry (environments and check-in). Refer to the previous chart for the volunteers, recommended for each area.
4. As each group finishes its respective areas, it can join the Main Worship Team to help with any accessory work (like, putting out chairs,..etc.).
5. One of my favorite things about efficiency within a team that is "all-in," is re-grouping after set-up to pray over the service, vision-cast and set the tone for the day. If your set-up teams finish with a lot of time left before service, it's a great idea to release them so they can return with their families for service.

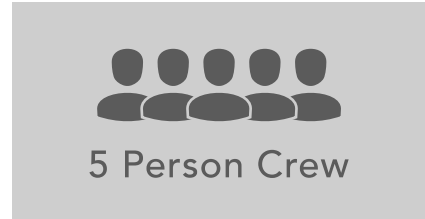
This process is the same process, we use with our volunteers during training. We have found that it continues to work for their set-up structure moving forward as well.

We've prepared a detailed look at each of the Team Areas in the following pages.



TECH AREAS

Main Worship | Youth Jr. High Groups



This area is almost always the heaviest load of the set-up crew and we recommend at least five people for this team. Remember, if you're setting up truss or other special aesthetic elements, add one, to two more people to this team. Additionally, for the first few weeks, you may want to increase this number of volunteers just until you're comfortable with the time restrictions in place.

You'll want to assign one person as the Team Lead (Stage Manager), then get two, other people on Sound and two, other people on Audio & Lighting.

When getting your volunteers together for this crew, you'll want to find people who have either an affinity for technology and an aptitude to learn, or an intermediate to advanced level of knowledge of audio, video and lighting.

This area will likely take the longest to both set-up and tear-down. Volunteers who finish up their tasks in other areas should be encouraged to join this team in the final preparation of the room. They can pitch in to help with things like chair set-up, bulletin placement, etc.

 **AVL Lead**
Stage Manager

- Responsible for overall set-up & flow coordination
- Keeps crews on schedule
- Helps where needed

 **Video & Lighting Team**


 2 People

Video (Set video before lighting)

- Set up staging (all team members)
- Set up screen(s)
- Set up projector(s)
- Run cabling to control area
- Aim and adjust projector

Lighting (Follows video set up)

- Set lights and trees
- Add gels and aim lights
- Set up scenes and transitions
- Run through service at rehearsal
- Set backdrops (all team members)
- Remove cases from room or view

 **Audio Team**

 2 People

- Set up staging (all team members)
- Run snake and power
- Set up main speakers and subs
- Set up monitors
- Set mics w/ stands
- Run power for performers
- Assist performers in set-up
- Set backdrops (all team members)
- Remove cases from room or view

 **Tear-Down**

All Team Members

- Take five-minute break after service
- Power down sound system
- Set projector to cool mode for 5 min
- Turn off lights to cool for 5 min
- Return mics w/clips to envelopes

GUEST SERVICES



5 Person Crew

Guest services is one of your biggest groups, but the tasks will likely take the least amount of time.

As with the Main Worship area, you'll want to assign a Team Lead - someone who will be a time keeper, keep environments uniform in appearance and who will be able to pitch in to help where needed.

Three volunteers should be assigned to setting up the environments of your Lobby Areas - the info areas, registration tables and general welcome tables. This will include backdrop assembly, placing interior and exterior signage around your facility, bathroom accessories and taking care of any other environment aesthetics.

Two others on your team should be assigned to your coffee / refreshment station. This includes making the coffee and setting up your volunteer lounge / green room with hospitality items. This team will likely be working right up to service, replenishing coffee, refreshments and consumables as necessary.

When tearing down your Guest Services area, backdrops can be first; signage second, then the rest. In fact, many churches choose to take exterior signage down a half hour after the last service starts. Keep your info areas available as long as possible to your visitors even after the church service is over.

 **Guest Services Lead**

- Responsible for overall set-up
- Keeps crews on schedule
- Helps where needed
- Can be one of the people below

SET UP YOUR EXTERIOR SIGNAGE FIRST. THIS WILL NOT ONLY HELP THOSE DRIVING AROUND EARLIER, IT WILL ALSO MARKET YOUR CHURCH PRIOR TO THE SERVICE.



 **Environment & Signage Team**

 **3 People**

- Set up exterior signage
- Set up pipe and drape (backdrops)
- Set up interior signage
- Set up welcome tables
- Set out brochures and handouts
- Assist where needed
- Remove cases from area or view

 **Hospitality & Coffee Team**

 **2 People**

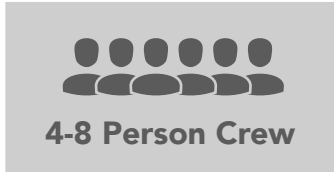
- Start brewing coffee
- Prep Green Room
- Set up refreshment table(s)
- Prep table with tea, sugar, creamer; trashcan, etc.
- Set out labeled airpots
- Remove cases from room or view

 **Tear-Down**

All Team Members

- Tear down in reverse order of set-up
- Line up cases in hallway according to load order
- Help as needed in areas still tearing down

KIDS' MINISTRY



The best number of volunteers for Kids' Ministry is between 4-8. If your children's ministry is on the smaller side, you'll want four volunteers; if it is on the larger side, you'll be at the other end of the spectrum with eight. As with the other crew sub-sections, a Team Lead is recommended to oversee, troubleshoot and keep everyone on time.

To get started, divide this team in half. If you have six people on this team, three should be assigned to Nursery, three should be assigned to Preschool/Elementary. Remember, the Team Lead can be one of these six People. .

The Nursery / Toddler team should set-up the Nursery area, first - cribs, flooring, rockers, toys, aesthetics, etc. After this area is set-up and cleaned, this team should then move on to the Toddlers area with the same agenda.

The Preschool / Elementary area should operate largely the same way. First, all preschool environments to be set-up, then Elementary areas.

If your church utilizes a Children's Registration Area, this can be set-up by your Team Lead or by the Guest Relations Team.

Children's Lead

- Responsible for overall set-up
- Keeps crews on schedule
- Helps where needed

Nursery & Toddler Team

2 - 4 People

First: set up nursery space

Then: set up toddler space

- Position tv case(s)
- Set up flooring (foam/carpet)
- Set up pipe & drape (backdrops)
- Set up PlayPanels
- Vacuum/clean flooring
- Unload and arrange toys/equipment
- Remove cases from room or view
- Set up next room/space

Preschool & Elementary Team

2 - 4 People

First: set up preschool space

Then: set up elementary space

- Position tv case(s)
- Set up flooring (foam/carpet)
- Set up pipe & drape (backdrops)
- Set up PlayPanels
- Vacuum/clean flooring
- Unload and arrange toys/equipment
- Remove cases from room or view
- Set up next room/space

Tear-Down

All Team Members

- Tear down in reverse order of set-up
- Line up cases in hallway according to load order
- Help as needed in areas still tearing down

CLOSING >

As I mentioned in my opening letter to you -- these are the time-proven processes that we use, to train our churches. We lead multiple churches through these recommendations almost every weekend of the year.

Here are three things I really want to make sure that you take away from this ebook:

- Give ownership to your teams.
- Vision-casting is a really important part of motivating your teams.
- Have a structured plan in place (and encourage flexibility early on).

I really hope that you will find this a useful guide as you lead your own volunteer crews.

If you have any questions after going through this material or, if you'd like to go over a few questions that you have about your own team, I'd love to hear from you. **In fact, I'd love to offer you a free, One-Hour Efficiency Consultation with myself or one of our Account Managers.** We can go over your current team structure for set-up and offer guidance in getting you as efficient as possible.

Reach out to me at kevin@portablechurch.com or set-up an appointment with me [here](#).

God Bless,

Kevin

FOLLOW US >

WE PROVIDE PEACE OF MIND.

Our streamlined systems ensure that set-up and tear-down aren't the biggest experiences, people have on a Sunday.

WE'VE GOT GREAT PEOPLE.

Our team has worked with over 2,000 churches, just like yours. We have great ideas and great hearts. You'll be glad we met.

WE ARE GRATEFUL for the opportunity to serve and to enrich the local church as well as the lives of pastors and volunteers worldwide.



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