

**Chapel Setup and Practice Procedure**

Messiah College  
**Chapel Setup and Practice  
Procedure**

**Policy:** College Ministries, Conference Services and Campus Events will partner together to provide and communicate the needs of performance groups assisting with Chapel who need practice space during the night of chapel setup.

**Objectives:** Designed to provide the time and space for Campus Events and Conference Services to setup furniture and equipment necessary to ready the space for Chapel to occur, while providing a safe and unimpeded area for performance groups to practice.

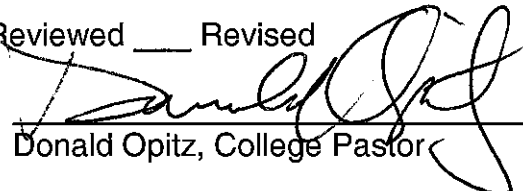
**Procedure:** College Ministries will send detailed setup and technical information for all common chapels to Conference & Event Services no later than 3:00pm the day before the chapel. In the event Conference Services does not receive information by 3:00pm, a generic Event Description will be created (at the discretion of Conference & Event Services) and sent no later than 5:00pm. College Ministries must accept the set-up as indicated on the Event Description; no additions will be made.

<u>Step</u>	<u>Action</u>
1	Campus Events will setup for Chapel regularly on Mondays and Wednesdays from 9:00-10:30 p.m. Situations occasionally exist that cause a setup to end as late as 11:15pm.
2	The Sound and Lighting crew will setup for Chapel regularly on Mondays and Wednesdays from 10:00 – 11:00 p.m.
3	Groups will not be permitted to enter the gym while Campus Events has chair stringing lines out and while the stage pieces are not locked together.
4	Performance Groups may request practice time on the night before a Chapel from the Worship Pastor.
5	The Worship Pastor will notify the Sound and Lighting Coordinator and the Campus Events Second Shift ECC Coordinator via email of this group's practice.

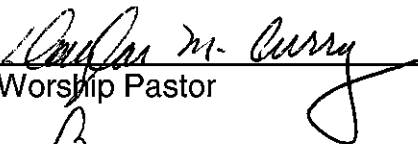
- 6 Under normal circumstances the group will be permitted to practice at 11:00 p.m. or when the setup is complete.
- 7 Groups may request to practice earlier than 11:00 p.m. but not earlier than 10:30 p.m. These requests must be made by 4:00 pm on the day of the setup. Both the Sound and Lighting Coordinator and the Campus Events 2<sup>nd</sup> Shift ECC Coordinator must agree to the early practice time. Both Campus Events and Sound and Lighting must agree that the gym is safe before a group may enter to conduct a practice.
- 8 If a group enters the gym before the setup is complete, the leader of either the Sound and Lighting crew or the Campus Events crew will ask them to leave one time. If the group does not leave, Dispatch will be contacted and Safety will handle the request to exit the gym.


**"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards".**

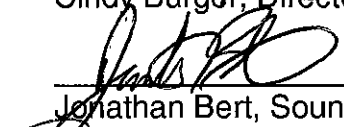
Approved     Reviewed     Revised

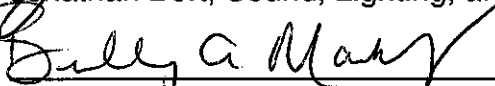
  
 \_\_\_\_\_  
 Donald Opitz, College Pastor

*Contacted for signature 11/16/15*  
 \_\_\_\_\_  
 Evie Telfer, Student Ministries Pastor

  
 \_\_\_\_\_  
 Doug Curry, Worship Pastor

  
 \_\_\_\_\_  
 Cindy Burger, Director of Safety and Dispatch Services

  
 \_\_\_\_\_  
 Jonathan Bert, Sound, Lighting, and Event Coordinator

  
 \_\_\_\_\_  
 Brad Markley, Director of Facility Services

*Contacted for signature 11/16/15*  
 \_\_\_\_\_  
 Heather Negley, Director of Conference and Event Services

*Charles N. Pulis*

\_\_\_\_\_  
Chuck Pulis, Campus Events Night Time Administrator

*[Signature]*

\_\_\_\_\_  
Don Heistand, Campus Events Team Leader

*[Signature]*

\_\_\_\_\_  
George Blackburn, Campus Events Day Light Administrator

*[Signature]*

\_\_\_\_\_  
John Shaffer, Campus Events 2<sup>nd</sup> Shift ECC Coordinator

*[Signature]*

\_\_\_\_\_  
Scott Zeigler, Campus Events Manager