

Messiah University
Chapel Setup and Practice Procedure
August 2026

Policy: Campus Ministries, Conference & Events Services and Campus & Building Services will partner together to provide and communicate the needs of Chapel set up, including 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 & Building Services and Conference & Events 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: Campus Ministries will ensure that Sound and Lighting has access to Planning Center and is represented at weekly Chapel planning meetings. All setup needs will be outlined by Campus Ministries in Planning Center by 3 pm on the day before chapel. Sound and Lighting will assume that whatever is outlined in Planning Center at the time is accurate and useable and will send an Event Description based on that information by 5 pm. Any changes after that time must be communicated directly between the Sound and Lighting Coordinator and the Worship Ministries Pastor. Both parties must agree to the proposed change for it to take effect. Campus Ministries will also communicate as proactively as possible when the setup in Brubaker will switch from chapel position to event position and when morning chapel moves from Brubaker to Parmer Hall.

<u>Step</u>	<u>Action</u>
--------------------	----------------------

1. Campus & Building Services will set up the chairs and stage for Chapel regularly on Mondays and Wednesdays before the tech crew arrives at 9:00 pm.
2. The Sound and Lighting crew will set up for Chapel regularly on Mondays and Wednesdays from 9:00 – 10:30 p.m. Occasionally, the setup may end as late as 11:15 pm.
3. Groups will not be permitted to enter the gym while Campus & Building Services 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 Ministries Pastor.
5. The Worship Ministries Pastor will notify the Sound and Lighting Coordinator and the Campus & Building Services Second Shift Supervisor 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 & Building Services Second Shift Supervisor must agree to the early practice time. Both Campus & Building Services 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 & Building Services 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.
9. Generally, the Chapel band will rehearse between 8:30-11:00 pm in Hostetter Chapel the night before Chapel. If additional rehearsal time is needed, the Worship Ministries Pastor will work with the director of that group to identify a rehearsal time suitable for all groups, including Campus & Building Services and the Sound and Lighting crew.

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 standard.

Scott Zeigler, Form Creator	Electronically signed by Scott Zeigler on 08/28/2026 2:37:36 PM
Vice Provost for SSE & Dean of Students	Electronically signed by Doug Wood on 08/31/2026 4:57:46 PM
Worship Ministries Pastor	Electronically signed by douglas curry on 09/03/2026 8:11:00 PM
Director of Safety	Electronically signed by Maranda Hogue on 08/30/2026 6:56:41 PM
Sound, Lighting & Event Coordinator	Electronically signed by Spencer Rennels on 08/31/2026 4:45:10 PM
Director of Building and Grounds	Electronically signed by Mark Graybill on 08/28/2026 2:39:48 PM
Director of Conference & Event Services	Electronically signed by Jody Brandt on 08/28/2026 2:48:52 PM
Campus & Building Services Manager	Electronically signed by Laura Price on 08/28/2026 6:53:41 PM
C&BS Assistant Manager, 3rd Shift	Electronically signed by Theresa Day on 09/03/2026 10:00:44 PM
C&BS Supervisor, Academic Buildings	Electronically signed by Jacob Graybill on 08/28/2026 2:38:21 PM
C&BS Supervisor, 2nd Shift	Submission Pending