

DEPARTMENT LEADER'S EVENTS TIMELINE

START OF TERM

CALENDAR CHECK

Calendars are planned in July for the new calendar year, and updates are made in May for any September-December adjustments.

- Please check the annual calendar and let **Sorcha** know of any events you would like to add for your department.
- Please include time and location – if the location is The Hope Centre, please specify which room you would like to book.
- Sorcha will add these to the calendar.

Sorcha's email: sorcha.rooney@c3hope.church

8 WEEKS BEFORE

RISK ASSESSMENTS / HEALTH & SAFETY

If you are planning on doing an activity that is out of the ordinary (e.g bouncy castle, a day trip or fire pits) please complete a mandatory risk assessment.

- Please email your complete Risk Assessment to **Mark**.
- Mark will confirm if the special activities are allowed to go ahead based on our insurance policies as a church.
- If you are unsure whether a risk assessment is needed for your event, please ask Mark.

See Risk Assessment Template in: [Department Leaders Teams Channel > Files > Risk Assessment](#)

8 WEEKS BEFORE

ROOM BOOKING

The Hope Centre is regularly used for external conferences and so any rooms you need for your events will need to be booked in advance to ensure they are available.

- Confirm with **Sorcha** that the correct room has been booked. Please include in this if you need to access the church conferencing kitchen.
- Check what time you have access to the room from for set up and when it needs to be reset by.
- Liaise with Sorcha if you require any resources within the room (white boards, flip charts, tables and chairs etc).
- Sorcha won't set these things up for you, but she will point you in the right direction so that you can access everything you need.

- Once the room has been booked, any further questions about your room booking will be handled by **Sheba**, our conferencing manager.
- You can contact her directly via email with questions such as if you can set up your room earlier etc.

Sheba's email: Sheba.kaiser@themegacentre.com

8 WEEKS BEFORE

BUDGET PLANNING & FINANCES

There is a separate section on finance with more detailed information, but Sorcha can help you with anything you need to know! Here is a quick, simple overview:

Budgets:

- If you are budget holder, please check your own FIS to see the budget available for the event.
- If you are not a budget holder then liaise with **Sorcha** about what budget is available to you.

Tip:

- Put together an event budget using the template provided -bear in mind costs such as ordering flyers / refreshments.

See budget template in: [Department Leaders Teams Channel > Files > Finance](#)

Purchases:

- You can make purchases on your personal card and claim the money back using an authorisation form.
- **Please note - you need to have the purchase receipt in order to do this and hand in the relevant finance forms along with the receipts to Sorcha.**

See Finance Forms in: [Department Leaders Teams Channel > Files > Finance](#)

OR

- Alternatively, for online orders and big purchases, please complete the purchase request form which **Sorcha** will receive and process for you.
- Please allow 2 weeks for the order to be made.
- This form is available in: [C3 Hope Teams Channel > General > Tabs](#)

PRODUCTION & TECH REQUIREMENTS

We are aware that different events require different levels of support and expertise when it comes to tech and so our wonderful team are available both to train and support you for your events:

- **Technology:** Confirm with **Mark** what tech is required for your event e.g. a laptop and projector - depending on what it is, the aim would be for someone from your team to operate it. Training can easily be arranged if required.
- For more technically complex equipment, you will need to liaise with **Maisie** if you require any production team for the event.
- You will need to liaise with **Gemma Shaw** if you require any of the worship team for the event.
 - **Production:** AV, Sounds, Lights, Camera team (Maisie)
 - **Worship:** Band and Vocals (Gemma)
 - **Tech:** Speakers, Projector, Laptop, Microphones (Mark)

Mark's email: mark.mcknight@c3hope.church

Maisie's email: maisie.clark@c3hope.church

Gemma's email: gemma.shaw@c3hope.church

If you are unsure what equipment or level of support you may need, please don't hesitate to ask **Sorcha**.

ONLINE EVENTS

- If you're event is in person but also requires streaming to an online platform (e.g. *All In Night is both in person and streamed to zoom*), please let **Maisie** know at least 8 weeks before so team and equipment can be arranged for this.

6 WEEKS BEFORE

MEDIA REQUESTS

Our fab media department love being able to help create content for our departments, but please be aware that they have a big job list. To ensure that you have everything you need for your event, the earlier you can put your request in the better.

- Please email mark.mcknight@c3hope.church to request media for your event, such as flyers or Instagram posts.
- If a request for media is put in late, the team will look to see if there is space in the job list to fit this in however it is not guaranteed.
- If this happens let **Sorcha** know and she can suggest alternative options such as using Canva to create your own image following the church branding guidelines/alternative people who could help.

6 WEEKS BEFORE

BUILDING OPENING & LOCKUP

The Hope Centre opening times: Monday to Friday 8am-6pm

If you need to the building to be open outside of these hours for your event, you will need to arrange for someone to do this.

- There are designated key holders for The Hope Centre who you can ask to help you with this.
- Please try and make sure that the key holder you ask is involved in your event in some way so they are not just around for open or close.
- **Key holders are:**
 - Mark Mcknight
 - Sheba Kaiser
 - Jemimah Yuill
 - Ronan Broderick
 - Maisie Clark
 - Sorcha Rooney
 - Colin Davies
 - Josh Davies
 - Jess Bramhall
- For security reasons we can't give everyone a key, however, if you feel there is someone else on your team not on this list who would be a suitable key holder, please let **Mark** know and he can consider giving them a key.
- Please note that you do need to be trained in how to lock the building up properly, so this can be arranged with Mark when asked in advance.

6 WEEKS
BEFORE

KITCHEN USE

- If you require use of the kitchen to prep food or drinks but it hasn't yet been booked, please contact **Sheba** to check availability and arrange for a kitchen key.
- Please note that if you are cooking food – there will need to be someone present with a Level 2 Food Safety Qualification.
- If you need someone on your team to be trained in this, please contact **Sorcha** and this can be arranged.

4 WEEKS
BEFORE

TEAM

We are all about team work here at C3 Hope and you will need to organise a team to help you run your event - bigger events will generally require more team and need more time to organise.

- Please note that this will need to be team from your own department rather than from the Sunday teams *e.g. for connect heaven those on the prayer team will be hosts rather than the Sunday hosts.*
- Please ask people to be on team for your event as far in advance as possible so that we can honour people's time and avoid any last-minute rush. At least 4 weeks notices is recommended.
- If you are lacking in team then please do reach out and ask other department leaders if their teams can help support you for your event.
- **Essential Team:**
 - Set up Team (*Depends on size of event*)
 - Welcome Team x2
 - First Aiders x1-2 (*There are designated first aiders in church across most departments – if you don't have a first aider on your team, you can ask one of the first aiders below to be present at your event*)
 - Security x1
 - Pack Down Team (*Depends on size of event*)
 - Fire Marshall x1
- **Recommended Team for events:**
 - Car Parking Team x2
 - Hosting Team x3-6
 - Hospitality Team (*if required*)
 - Stage Management team x 1-2
 - Production Manager x1
 - Registration x1-2 (*if required*)
 - Photographer x1-2

4 WEEKS
BEFORE

- **First Aiders:**
 - Jemimah Yuill
 - Mark Mcknight
 - Colin Davies
 - Maisie Clark
 - Gerry Van der Klei
 - Sorcha Rooney
 - Collette Oldfield
 - Joe Sherwin
- **Fire Marshalls:**
 - If there are no trained Fire Marshalls or First Aiders on your team – speak to **Mark** and training can be arranged.
 - Please be aware of where the nearest fire exits are during your event, and familiarise yourself with the Fire Evacuation Map on the wall in your room.

RUNSHEETS

Previously, Jemimah created runsheets for all mid-week events on planning centre but this will now be the responsibility of you as a department leader for your events.

- A template for your event is available on planning centre already – you will just need to populate it with the relevant information, such as who is speaking / scheduling your team on.
- Runsheets are great for letting all your team know how the event will run and are essential if the production or creative team are involved.
- If you need a quick tutorial on how to use planning centre, you can check out Planning Centre University:
[Planning Center University: Training Videos](#)
- Or contact **Sorcha** and she can arrange a call with you to go through it.

4 WEEKS
BEFORE

EQUIPMENT USE & PURCHASES

If you require specific equipment for your event, it is worth planning this in advance in case some equipment takes time to arrive or is being used for another event.

Borrowing Church Equipment:

- If you wish to use church equipment that doesn't belong to your department, *e.g. Church TVs*, contact **Sorcha** to check that they are available to use.
- If you wish to use equipment that belongs to a specific department, please contact the relevant department leader *e.g. Jemimah for the YA portable speaker*.

4 WEEKS
BEFORE

Buying New Equipment/Resources:

- You will need to check that you have room in your budget to make any purchases. If you are not a budget holder, you can check this with **Sorcha**.
- Keep in mind that some equipment can take a long time to arrive.
- Proceed to order equipment via the ways mentioned in the budget & finance section if you have room in your budget / your spend has been approved.

REGISTRATION

If required for your event, you can set up an event registration page using planning centre which will appear on Church Centre.

- **Sorcha** can show you how to do this or check it out on planning centre university: [Planning Center University: Training Videos](#)
- For bigger events/events requiring more organisation, you may benefit from setting your event registration page up further in advance – *e.g. Conferences can be set up a year in advance, get-away trips – 3 months in advance etc.*
- If you would like some guidance on this for your event, just let **Sorcha** know.

ONLINE EVENTS:

- You will need to set up a zoom or teams link for online events or meetings and send this out to your team and attendees.
- Please ensure the zoom account you use is a premium account (it doesn't cut off after 40mins)

4 WEEKS
BEFORE

JO & LO CHECK-IN

- Check in with Jo & Lo 4 weeks before your event to go through and confirm your content – come with all your ideas and plans.
- For bigger events or special events please check in before 4 weeks.

2 WEEKS
BEFORE

TEAM CHECK-IN

It's always helpful to check in on the teams involved in your event and anyone doing slot such as preaching or leading prayer.

Here are a few helpful questions to ask:

- Do your team know what roles /responsibilities they have for the event?
- Are those who have specific slots e.g. preaching/leading prayer happy and know what they are doing?
- Do they have all the resources they need and have they passed any scriptures for the event to you/the service manager?
- Do your team know where the event is, what time they need to arrive before the event and when they will be finished?
- Is there any other information that would be helpful for them to know in advance so that they can come prepared? *E.g. Do kids team need to wear old clothes if you are planning to paint?*

2 WEEKS
BEFORE

MEDIA, TECH & CREATIVE FOLLOW UP (if relevant)

- Check in with **Mark** to confirm that all media items for your event are on track to be ready for when you need them – *e.g. Instagram post or slide for the screens*, and that any tech and training you need has been organised.
- Check in with **Maisie** and/or **Gem** to confirm that any production or creative team you require have been organised.

EVENT
WEEK

TEXT OUT

- A text can be sent out via Church centre reminding people of your event, including a link to register for your event if you have one.
- Please contact **Sorcha** if you would like this to happen.

FINAL CHECKS (WHOOHOOOO YOU ARE READY!!!)

Good questions to ask:

1. Is your runsheet up to date on planning centre?
2. If your event is online, have you sent our your zoom/teams link to your team and attendees?
3. Have all your orders arrived? (*e.g. tesco food shop/amazon deliveries*)
4. Has your event been shared on the Church Social Media accounts and your department accounts if you have them?
5. Are your team all happy with the details?
 - *It's worth sending a message to your team a few days before as a reminder and with encouragement from you as the department leader, maybe a bible verse on your heart or what you are believing God to do through your event.*
6. Have you got all the equipment you need and access to the rooms you need e.g. kitchen / lift cupboard?
7. **Go through this checklist to ensure you have covered all areas.**
8. **TAKE TIME TO PRAY** – It's very easy to run an event and forget to invite God into the details. Throughout your planning make sure you take time to pray and ask God to guide you as your make decisions. 😊

EVENT DAY


When it comes to the day of your event, there are a few final checks:

- Send reminder message to team confirming the time they need to arrive
- Is music playing? (*Ronan can show you how to use the speakers in the church foyer if you ask him in advance*)
- How does the lighting look?
- Is all your equipment set up?
- Is the event space tidy and have any hazards been removed *e.g. unused wires*
- Have you got the keys to open the shutters?
- Is there a first aider, firemarshall and key holder present?
- Is registration set up?
- Have all your team arrived – or do you need to ring anyone to see where they are?
- Check all areas are secure – *e.g. has the lift been locked and the megastore door secure.*
- If online, check the link is working before the event begins – one of your team could host it and welcome people in the chat so you are available to do what you need to!

Team Brief:

- Just like we do on Sunday mornings, it's always worth going through the event runsheet with all the team involved before the event begins as this can prompt important questions, *e.g. who is carrying a chair on to the stage, are there enough mics etc.*
- If you have tech team present, the Production Manager can usually do this for you.

Team prayer:

- As mentioned above – prayer is an essential part of every event that we run. It's always a great idea to pray as a team, even if you only have 3 minutes 

Finally – ENJOY IT!!!!

PACK DOWN (and celebrate!)

- You will need to organise with your team for the room you have used to be reset the way it was before your event unless specified otherwise.
- Please upload your event stats to the spreadsheet – this is simply the number of people that attended your event, including any team.

This Stats Sheet is available in: [Department Leaders Teams Channel > Files > C3 Hope Stats](#)

- It's always nice to have a team debrief as well (maybe even with some pizzas or a brew!) - you can talk about highlights of the event, any issues and the solutions to make next time even more wonderful and celebrate the team!

DEPARTMENT LEADER'S EVENTS CHECK LIST

- Church Centre Calendar confirmation - Sorcha
- Risk Assessment sent in - Mark
- Room Booking confirmed - Sorcha
- Budget & Finance check - Sorcha
- Production & Creative requirements - Maisie / Gem
- Tech requirements - Mark
- Media requirements - Mark
- Building opening & lockup
- Kitchen use & further room requirements - Sheba
- Team organisation & allocation
- First aider & firemarshall assigned
- Runsheets updated on planning centre
- Equipment usage and/or purchase
- Registration set up on planning centre (if required)
- Jo & Lo Check-in/Update
- Team check-in's and updates
- Media & Tech follow-up - Mark
- Creative & Production follow-up - Gem / Maisie
- If online – send Zoom link
- Church Centre Text out - Sorcha
- All orders arrived
- Social media posts scheduled - Mark
- Atmosphere check – music playlist/lighting/welcome refreshments etc
- Equipment set up
- Access to all areas – e.g. do you have kitchen keys/lock up keys – Sorcha
- Check building is secure during the event – lift locked?
- Complete pack down list

DEPARTMENT LEADER'S EVENTS PACKDOWN LIST

- Hoover any area you have used, including any foyer area
- Empty any bins used and take bin bags outside to bin shed
- Replace bins with new bin bags
- Wipe down any surfaces that have been touched
- Return any equipment/furniture to where you have borrowed it from
- Leave the room set up the way you originally found it unless specified otherwise by whoever is using the room next
- Clean down the kitchen if used and put away all equipment
- Clean any toilets used
- Turn off all equipment and lights
- Lock up building & set the alarm
- Upload Event stats to spreadsheet on Teams

2020 Other Important Info:

Safeguarding:

- If you are working with under 18s or vulnerable adults, it's important that you are trained in Safeguarding and have a DBS check, as well as your team.
- Mark McKnight is the Designated Safeguarding Lead for C3 Hope – if you need to complete a DBS check or safeguarding training please let Mark know.
- There is a Safeguarding Info Channel on Teams under C3 Hope (*for Sheffield specific info*) and another one under Hope City CRS (*for general safeguarding info for our family of churches*)
- Please see important files and policies you need in: [Department Leaders Teams Channel > Files > Safeguarding Policy](#)

Pastoral Care:

- As Department Leaders, you will find that your role will include pastoral care to some degree, whether it's for your team or a specific demographic of people.
- **Pastoral Care policy: (In development)**
- We are in the process of developing a new pastoral care policy to both look after the wellbeing of you as leaders, and those in your care, as well as establishing a sound pastoral care structure.
 - This policy highlights clear boundaries of where pastoral care ends and care from professionals, such as doctors or social workers, is required. It also includes local and national signposting information so that you can point people in the right direction to receive the help that they need.

We will send this out as soon as it's ready.

Training:

- Jo & Lo's heart for you as department leaders is that you would be well equipped to lead your department to the best of your ability and with all the support you need.
- If there is ever any training you feel would benefit you in your role, please don't hesitate to let Sorcha know and we can look into what can be arranged.

Resources/Documents:

- All important documents and resources mentioned in this guide will be available in the Department Leaders Teams Channel under Files

Finances:

- Sorcha will be sending out an email with more detailed instructions on finances and how to fill out the relevant forms. For now, if you have any questions please just let Sorcha know :)