

**LOVE AND SERVICE GROUP'S  
QUALIFICATIONS AND RESPONSIBILITIES FOR:  
SUNDAY SET-UP/BREAKDOWN CHAIRPERSONS**

Elections for this position are held at the September business meeting.

- Thank you for accepting this one year and one month commitment, from the day you accepted the position through the first meeting in October. If possible, you will shadow your predecessor, and train your successor when you leave the position.
- If you are filling in for a vacated position, the Commitment Chair will find someone who has done the position before to train you. You are still eligible to make yourself available for one full term of that position. We discourage making yourself available for any position that you have previously served a full term.
- It is suggested that you attend the monthly business meeting on the 2<sup>nd</sup> Sunday and become familiar with the Love and Service Group's History and Objectives.

If you are unable to fulfill your commitment at any meeting, please find someone from our group to cover for you (preferably *someone who has done the job before*) **AND** let the Commitment Coordinator know. Or, if you need to discontinue your commitment altogether, please contact the Commitment Coordinator.

The suggested **qualifications** and sobriety for this position are:

1. 6 months of sobriety.
2. A willingness to serve.
3. Need 2-3 people for this commitment.

Your responsibilities are:

1. Arrive by 5pm on all Sundays except the 2<sup>nd</sup> Sunday in which you should arrive at 4pm to set-up prior to the business meeting.
2. Put the sign with meeting times on the island on Morello Ave
3. Turn lights on in the literature area, greeting area and 3 switches in sanctuary.
4. Set-up podium, stool and place foot mat cushioned side down.
5. Set-up 8 chairs on stage for readers, speaker and announcements.
6. Put up 3 scrolls on the stage.
7. Put a bottle of water on the stool for the speaker. ( communicate with Supply person-can submit receipt to treasurer for reimbursement )
8. After the meeting is over, put away the podium and stool under the stage.
9. Put the chairs next to the stage and take down scrolls.
10. Store outside sign in cabinet next to the stage.