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## *Application for Setup/Tear down/Cleaning* *General Instructions*

Thank you for your interest in this ministry at Bethany Community Church.  
For more information, please contact the office at 309-508-1755.

To complete the application, please send each of the following to:

Attention: Maintenance/Custodial Supervisor  
Bethany Community Church  
27265 Dutch Lane  
Washington, IL. 61571

Or via Email to:

[wchs13dj@mtco.com](mailto:wchs13dj@mtco.com)

- (1) Two letters of recommendation from individuals who can attest to your ministry experience, and/or character (one from a ministry leader).
- (2) Answers to the following questions:
  - a. How did you become a Christian?
  - b. If applicable, describe the circumstances of your baptism (setting, officiant, church involvement, etc.).
  - c. Why are you interested in this particular ministry?
  - d. What are your goals for being a part of the ministry?
  - e. What times work best for you to meet during the week?

Thank you for your interest. If you have any questions, please contact us at (309) 508-1755 or send an email to [wchs13dj@mtco.com](mailto:wchs13dj@mtco.com)

*\*Application adapted from Capitol Hill Baptist Church internship application.*



## *Application for Setup/Tear down/Cleaning*

### *Job Description*

Position Title: Setup Person and Cleaning Person  
Reports to: Maintenance/Custodial Supervisor  
Location: BCC Church building on Dutch Lane  
Hours: Part-time: One person @10 hours per week  
or two people @ 5 hours per week- Flexible schedule

#### **Goal:**

The appearance and the care of our BCC Church building is a witness of our love for God. Our well cared for facilities communicate to our members and community that we are serving God in every area of our lives. Caring for our facilities is part of being a good steward. Must have flexible schedule, because the BCC facilities are very busy with frequent changes of schedule.

#### **Purpose:**

One person is responsible for the general setup/tear down of the BCC Church building. The second person is responsible for general cleaning. These individuals will work closely with the Maintenance/Custodial Supervisor and other staff.

#### **Key Responsibilities:**

##### Setup/Teardown Duties

- Must be able to lift 40lbs.
- Review daily the Reservation Calendar for scheduled events.
- Obtain set up instructions from the Reservation Calendar event entry. If there are no instructions or instructions are incomplete, contact the person responsible (Office Manager) for information on the Reservation Calendar.
- Inspect the room and if needed, tear down the tables, chairs and equipment from the previous event and possibly do vacuuming & light cleaning.
- Set up the room per event instructions. Provide A/V equipment if requested on the event entry and provide appropriate trash receptacles in the room if food and drink will be served.
- Contact maintenance/custodial staff for problems with room appearance.
- Document work hours and turn in to Office Manager.

##### Custodial Cleaning Duties:

- Review daily the Reservation Calendar for scheduled events.
- General cleaning (not bathrooms), sanitizing, vacuuming, dusting and cleaning glass, etc.
- Report vandalism or habitual abuse of the BCC church building to the supervisor immediately.
- Document work hours and turn in to Office Manager

##### Miscellaneous:

- This kind of job will sometimes have some frustrating moments because people using all of the BCC facilities will occasionally be messy and irresponsible. We need to keep in perspective that *“people are more important than things”* and *“if you have no mess, you have no ministry”*.

