

# How to successfully run a local site

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## **1. Why do we do sites?**

### **1.1.1. The purpose of a site**

In compliance with the national prohibition of meetings that exceed an attendance of 100 people, we are no longer able to conduct mega services. This does not however mean that we are in any way willing to compromise when it comes to gathering as children of God and tapping into the corporate anointing. For this purpose we are meeting for church services in smaller groups, but with the exact same attitude of expectancy and servitude we would have when attending services as we used to know it. Bearing this goal in mind (of gathering as a church in unity but across multiple sites) we want to present every attendee, regular members and new visitors as well as any person streaming our services, with the opportunity to genuinely encounter the Lord in a way that would leave them permanently changed.

A site service should in all respects other than the number of attendees, resemble a church service. It is a meeting where all individuals and family members are welcome and purposefully engaged in worshiping the Lord, being ministered to and receiving the Word for the week.

## **2. Before you start**

### **2.1. Identify key role players**

Just like a mega service, a site service cannot be successfully conducted without a team. The following role players all fulfill a crucial function in the successful delivery of a site service:

#### **2.1.1. The Site Leader**

The site leader oversees the site and service as a whole (including the children's church where relevant) and is responsible for setting the standard, maintaining the right atmosphere and providing overall support and leadership during all the phases of preparation and delivery. It is the site leader's responsibility to make sure that all the other role players know exactly what to do, that they are prepared and equipped before the time, doing what they should during the service and submitting the relevant information and reports after the service.

#### **2.1.2. The Host**

The host is the person in whose house/venue the site service will take place on a weekly basis and over an extended period (this is not necessarily the same person as the site leader but can be). In order to maintain consistency the same venue should be used every week.

#### **2.1.3. The Administrator**

The administrator oversees all reporting and timeous submission thereof. They are also responsible for ensuring that an accurate register of attendance is taken.

#### **2.1.4. The Technical Coordinator**

The technical coordinator has to set-up and test the Wi-Fi, streaming and sound before the service. All technical aspects should be ready to do a streaming test run at least one hour before the service is scheduled to start. The technical coordinator is also responsible for arranging a back-up plan should any of the technical elements fail for whatever reason.

#### **2.1.5. Children's Church Supervisor**

All materials needed to conduct a successful children's church site service will be pre-recorded and available. The children's church supervisor is responsible for maintaining order in the children's venue and facilitating active engagement with the material provided. This person will also be responsible for completing the attendance register on o and providing the administrator with the relevant information for their report.

#### **2.1.6. Members**

Anybody that attends the site is considered a site member. Every existing church member should be allocated to a suitable My Local 3C Site in their area prior to the first site services taking place. All relevant details with regards to the venue and meeting time should be communicated to them clearly and timeously.

### **2.2. Source the following:**

#### **2.2.1. Venue**

The service venue has to be clean, neat and devoid of clutter (both in- and outside). Provision should be made for sufficient seating. It should be such that the service can be conducted without interruption or distraction as a result of people moving through or past the venue, noise or any other form of disruption. Where applicable all necessary arrangements should be made with body corporates/overseers prior to the meeting with regards to estate specific requirements, permissions or prohibitions for gatherings so that no site meeting takes place in violation of estate or complex policies. Consideration should be given to the amount of parking space needed for the number of members expected to attend. The overall state of the venue should be safe both in- and outside.

#### **2.2.2. TV**

Please make sure the television is large enough for the size of the local site and amount of people attending

#### **2.2.3. Sound**

Ensure that the sound is clear

#### **2.2.4. Wi-fi and internet**

Ensure that testing is done beforehand that the internet can handle the stream that is sent. IT IS VERY IMPORTANT THAT THIS IS NOT TESTED 10 MINUTES BEFORE BUT WAY BEFORE

### **2.2.5. Suitable seating**

Seating should be sufficient for the number of people associated to the site on your church administration software with allowance made for visitors. Where necessary attendees can be asked to bring their own chairs.

### **2.3. Register the site**

All sites must be registered on your church administration software in order to be regarded as a My Local Site.

#### **2.3.1. Populate the site register**

Once all relevant role players have been identified, a My Local 3C Site Event can be loaded on Your church administration software by the overseeing pastor/leader. The site leader can then associate all site members for the purpose of creating an accurate attendance register, to be updated on a weekly basis. The accuracy of this register (with *all* relevant information) is of the utmost importance so as to be able to identify exactly who attended any given meeting should the need for quarantine arise.

### **2.4. Inform site members of arrangements**

The members of a particular site should be informed of all relevant details (such as the meeting time, venue address with pin drop, a contact person and number and where relevant, entrance codes) well in advance.

## **3. Preparing to host a site service**

Site preparation is a determining factor in the standard of presentation that will be achieved.

### **3.1. Pre-service preparation**

All key role players (except members) are responsible for preparing for the site service and should be on site 1 hour before the scheduled service time.

#### **3.1.1. Outside preparation**

3.1.1.1. Parking: Where necessary arrangements for additional parking should be made with neighbours. The parking area should be neat, clean and easily accessible. Where possible someone should receive attendees in the parking area and direct them with regards to parking space and where they should go from the parking area.

3.1.1.2. Outside venue: The area around the venue should be clean, neat and devoid of clutter. Provide clear indication of where attendees should enter.

3.1.1.3. Bathrooms: Ensure that all surfaces in bathrooms are thoroughly cleaned and that there is sufficient toilet paper. Also provide soap or hand sanitizer.

3.1.1.4. Security

3.1.1.4.1. Car guard: Where necessary, a car guard should be appointed to ensure that no vehicles are stolen or broken into.

3.1.1.4.2. Pool, pets, road access: Pools should be securely covered and not accessible to especially children. Should the host be in possession of any pets, it is important to ensure that the venue is properly cleaned so that attendees with allergies will not be affected. Pets should be safely secured out of contact with attendees. Where children attend, it is especially important to ensure that the premises cannot be left unsupervised.

### **3.1.2. Inside preparation**

#### **3.1.2.1. Service venue**

Arrange the seating appropriately so that all attendees have a good view of the TV. Also set up a neat beverage station for visitors to meet with the leaders after the service. This area should be easily accessible and should have all the necessary elements for preparing coffee and tea.

#### **3.1.2.2. Children's venue**

Ideally the children's venue should have a TV with proper sound. It should be cleared of all toys or valuables that are not available for play. The venue should be set up with child-safety in mind. All electrical cords and sockets should be secured.

#### **3.1.2.3. Pre-service streaming test**

This should be tested with all the equipment 3 to 4 days before the time. It will leave ample time to get assistance. With streaming the variables are a large number and anything can go wrong if not tested.

Have at least 2 back up internet solutions on the day, various different service providers if possible.

### **3.1.3. Spiritual preparation**

#### **3.1.3.1. Pre-service prayer**

All key role players and any willing members gather an hour before the scheduled service time to pray for 20 minutes, specifically for the service and every component thereof.

#### **3.1.3.2. Preparing the atmosphere**

Prepare an atmosphere of worship by playing worship music in the background from an hour before the site service starts. 3C Live is suitable for this.

## **4. Hosting the service**

### **4.1. Security**

#### **4.1.1. Covid-19**

The health and safety of all attendees are of the utmost importance. The following measures can be applied to insure that the possibility of spreading the virus is curbed.

- 4.1.1.1. Avoid close contact with people suffering from acute respiratory infections (as indicated by symptoms such as coughing, sore throat, fever, difficulty in breathing). Should someone present with any of these symptoms, kindly request that they go home.
- 4.1.1.2. Hand shaking, hugging, kissing and high fives are strictly prohibited. Instead greet by touching elbows or feet.
- 4.1.1.3. Practice frequent handwashing, especially after direct contact with ill people or their environment.
- 4.1.1.4. Administer hand sanitizing as attendees enter the venue. Where hand sanitizer is not available, washing hands with soap for 20 seconds is also adequate.
- 4.1.1.5. Travellers returning from international destinations, with or without symptoms, should be asked to first seek medical assessment before hosting or joining a MyLocal3C site. Travellers should have completed 14 days of quarantine or present a negative Covid-19 test before being allowed to join.
- 4.1.1.6. The venue should be thoroughly cleaned before and after every site service.
- 4.1.1.7. Regular cleaning of cell phones is recommended.
- 4.1.1.8. People suffering renal failure or any cardiac conditions are advised not to be part of a site meeting. The same applies to patients that are using disease-modifying agents such as chemotherapy, Prednisone therapy or Methotrexate therapy.
- 4.1.1.9. People over the age of 80 years should be advised not to be a part of a site.
- 4.1.1.10. It is of imperative importance that an accurate attendance register be kept at every meeting. The service administrator should ensure that all information required (Name and surname, cell number, e-mail address and residential area) are filled in so that all people affected can be easily reached should the need arise.

#### **4.2. Welcoming attendees**

As attendees arrive, they should be welcomed at the venue entrance. Greet them in a welcoming way and politely offer to sanitize their hands by spraying hand sanitizer on them. Kindly direct them to where they should go.

### **4.3. Opening the service**

The site leader welcomes all attendees prior to connecting to the streaming. Make sure to inform attendees where bathrooms are and also to mention any venue specific announcements. This also provides an excellent opportunity to shortly communicate the importance of fully engaging with every element of the service.

### **4.4. Service participation**

It is of the utmost importance that all attendees should be participating in every component of the service. A high level of engagement should be encouraged and facilitated through the level of engagement maintained by the site team and all existing members.

### **4.5. Service format (All items in the service will be streamed)**

#### **4.5.1. Welcome**

Welcome all first time visitors warmly during the welcome segment when new visitors will be mentioned. Encourage them to complete a visitor's card and also make sure to meet with them after the service.

#### **4.5.2. Praise and worship**

New visitors are greatly encouraged to get involved in active worship when the core team participates in praise and worship passionately.

#### **4.5.3. Ministry**

Worshippers are encouraged to stand, close their eyes and become aware of the presence of the Lord in the room. God is ready to perform the supernatural in our lives.

#### **4.5.4. Cashless Offering**

Offering is regarded as part of our worship unto the Lord and therefore an important component of our services. Please note that My Local 3C Sites will have cashless offerings where multiple avenues of giving will be explained and made available (via the streaming).

#### **4.5.5. Word**

We engage with the preached Word by carefully listening and taking notes. As with all other components of the service this is best communicated and encouraged through the example set by the site team.

#### **4.5.6. Altar Call and consolidation**

Make sure that when the pastor does the altar call all persons are quiet and listen to what is said. Make sure no one is looking or walking around. Make sure to consolidate the new converts by making complete the convert card for visitation in the week.

A very good consolidation achieves: Call the convert, visit the convert in their home, get them to a cell in the week. Connect them to training when it starts again after the holidays

#### **4.5.7. Proclamation**

Ensure that all attendees engage by speaking the proclamation out loud as given by the streaming pastor. Where necessary encourage attendees to participate.

#### **4.6. Closing the service**

Once the streaming is finished, the site leader closes the service by thanking attendees for coming and inviting all new visitors to the visitor's area.

### **5. After the service**

#### **5.1. Meeting new visitors and converts**

Meet new visitors at the beverage station set up before the time. Make sure to introduce the leaders and to arrange for a visit at their house. If possible, they can also be introduced to the cell leader where they will attend cell.

#### **5.2. Service reporting**

The following reports should be completed and submitted immediately after the service:

Perfect 7 ScoreCard for Sites.

1. Service, Sunday School, Training headcount template sent to your direct leader
2. Photos sent to your leader, at least 3 photos
3. Converts & Visitors cards captured, balance to nr 1
4. Training captured balance to nr 1
5. Finance count sheet mailed
6. Service attendance on PP balance with nr 1
7. Children's Church Attendance on PP balance with nr 1

#### **5.3. Venue clean-up**

The venue should be left in mint condition – extra chairs packed away, sound or streaming equipment packed up where applicable, floors cleaned, visitor's area and children's venue cleaned and packed up. None of the site team members can leave before this is done.

### **6. For the host**

*Hebrews 6:10 NKJV*

*"For God is not unjust to forget your work and labor of love which you have shown toward His name, in that you have ministered to the saints, and do minister."*

Making your home available to be used as a My Local 3C Site is an act of generosity that supports the church at large in its advancement of the Kingdom. Please adhere to the

following guidelines in order to ensure that hosting does not compromise the wellbeing of your family in any way:

**6.1. Remove valuables from common areas**

Do not leave valuables (e.g. jewelry or money) laying around in the areas that will be used or accessible to site attendees. This precaution also applies to ornaments of value or anything that can easily break or be damaged.

**6.2. Ensure that the area in and around the venue, including bathrooms to be used and the children's area, is clean**

The state of the venue plays a huge role in the attendees' overall perception of their My 3C Local Site.

**6.3. Close the doors of areas that are not available for use**

For the purposes of hosting we need a suitable venue for adults, another for children a guest bathroom with sufficient toilet paper as well as soap or hand sanitizer. Ideally there should also be a changing station for mothers with babies (this does not have to be a baby changing compactum).

**6.4. Kindly refrain from giving money or other resources upon request from attendees**

Should you receive a request from an attendee to give them money or food, etc. please decline kindly and report it to the site leader so that appropriate support can be provided where relevant.

**6.5. Report missing valuables to the site leader as soon as you become aware of the loss**

Since you open your home to a number of people there are no guarantees that something might not be taken. Should this be the case, please make sure to report it so that relevant steps can be taken .

**7. For the attendee**

My Local 3C Sites are conducted in the homes of hosts that opened their houses for this purpose. As a guest in someone's home we request that you abide by the following guidelines:

**7.1. Do not stray from common areas**

Common areas are the areas provided for adults and children as well as the provided bathrooms. Kindly refrain from entering bedrooms or any other areas that are not open for use. Do not open cupboards, the fridge or any private spaces. If you have children with you, ensure that they also stay in designated areas only.

**7.2. Kindly abide by precautions put in place to prevent the spread of Covid-19  
(hand sanitizing, refraining from making physical contact)**

It is the responsibility of every citizen to do their part in preventing the virus from spreading. In the event that any attendee refuses to comply with precautions, all attendees are placed at risk.

**7.3. Do not ask the host for food, money or any other resources**

The host is under no compulsion to provide any attendees with food or any other resources.

**Conclusion**

We are confident that the Church will continue to grow and flourish, even in this challenging time. It is our prayer that the Local sites will provide even more opportunities for people to hear the Gospel and be transformed for ever. It is our great joy and privilege to be in this journey with you!