

CASTLE HAYNE  
CAMPUS



# LOAD-IN Handbook

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SCOTTS HILL AT CASTLE HAYNE

HOLLY SHELTER MIDDLE SCHOOL

# BEFORE YOU SERVE

The Load-In Team prepares the campus each Sunday so that every ministry can function smoothly. Our role is to turn an empty space into a place where people encounter Jesus.

We are not simply unloading equipment, we are setting the table for ministry!

Every case we open...

Every cable we run...

Every room we prepare...

...creates an opportunity for someone to hear the gospel, grow in their faith, or take their next step with Jesus.

# WE SERVE WITH PURPOSE, FLEXIBILITY, AND JOY.

# SUNDAY MORNING TIMELINE

(7:00AM — TEAM ARRIVAL )

*All Load-In Team members arrive on campus.*

## **Responsibilities:**

- Check in with the Load-In Team Lead
- Receive assignment:
  - Production, Kids, or Connections
- Begin unloading trailer and staging equipment
- Move equipment to designated setup areas

The goal is to complete primary setups within an hour.

## **9:30 AM — Full Volunteer Huddle**

**All campus volunteers gather together.**

## **Team members (if still on campus):**

- Join the full volunteer huddle
- Pray together
- Review final instructions
- Return to finalize setup if needed
- Assist any teams that still need help

# TEAM STRUCTURE

## 30 LOAD-IN TEAM MEMBERS

*The Load-In Team is divided into three primary areas.*

### 1. PRODUCTION LOAD-IN TEAM

Responsible for creating the worship and teaching environment.

*Typical Setup Includes:*

- Stage pieces
- Audio equipment
- Speakers
- Lighting
- Projectors / screens
- Camera equipment
- Band equipment
- Cables and power

**CREATE A CLEAR AND  
DISTRACTION-FREE  
ENVIRONMENT SO PEOPLE CAN  
FOCUS ON WORSHIP AND THE  
WORD.**

## 2. KIDS LOAD-IN TEAM

Responsible for preparing spaces where children can learn about Jesus safely.

*Typical Setup Includes:*

- Classroom dividers and magnetic walls
- Check-in stations
- Kid ministry signage
- Floor mats or carpet
- Tables and chairs
- Large group staging
- Large group production needs

**CREATE SAFE, WELCOMING,  
AND ENGAGING  
ENVIRONMENTS WHERE  
KIDS FEEL EXCITED TO COME  
TO CHURCH.**

### 3. CONNECTIONS LOAD-IN TEAM

Responsible for the guest experience and first impressions.

*Typical Setup Includes:*

- Welcome tent
- Inside signage
- Connection tables
- Next steps area
- Coffee stations
- Lobby setup
- Directional signage inside

**CREATE A CLEAR AND WELCOMING ENTRY POINT FOR GUESTS AND REGULAR ATTENDERS.**

# LOAD-IN PROCESS

## **Step 1 – Trailer Unload**

*Unload trailer quickly and safely.*

Guidelines:

- Form a case line when possible
- Move cases directly to their ministry area
- Keep pathways clear
- Move efficiently but carefully

## **Step 2 – Area Setup**

*Each team begins setting up their assigned area.*

Team leads should:

- Follow setup diagrams when available
- Confirm equipment placement
- Communicate if additional help is needed

## **Step 3 – Cross-Team Support**

When one area finishes early, volunteers should assist another team.

**WE OPERATE AS ONE TEAM,  
NOT THREE SEPARATE TEAMS.**

# TEAM CULTURE

## **1. Be Flexible**

*Portable church requires adaptability.*

*Plans may shift.*

*Setups may change.*

*Problems may arise.*

*Our response: "How can I help?"*

*Flexibility allows the entire campus to succeed.*

## **2. Serve With a Cheerful Heart**

*Our attitude matters just as much as our work.*

*We serve with:*

- *Joy*
- *Encouragement*
- *Gratitude*
- *Team spirit*

*A cheerful heart creates a positive environment for the entire volunteer team.*

## **3. Remember the Mission**

*We are not just moving equipment, we are creating spaces where:*

- *Someone may hear the gospel for the first time*
- *A student may surrender their life to Christ*
- *A family may reconnect with church*
- *A believer may grow deeper in their faith Every case matters.*

# A MOMENT OF PRAYER

As you unload and set up, remember this simple practice: When you open a case...

## **Pray something like:**

"Lord, use what's inside this case today to change someone's life."

## **Examples:**

### *Audio equipment*

- Pray that people clearly hear the gospel

### *Kids supplies*

- Pray that children understand how much Jesus loves them

### *Welcome area*

- Pray that guests feel seen and valued These small moments turn setup work into kingdom impact.

# SAFETY GUIDELINES

- Lift with proper form
- Use team lifts for heavy items
- Keep walkways clear
- Watch for cables and equipment
- Communicate clearly when moving large cases

**Safety protects both volunteers and equipment.**

# FINAL REMINDER

Load-In is the foundation of the entire Sunday experience.

*Without it:*

- Worship cannot happen
- Kids ministry cannot function
- Guests cannot connect

**YOUR WORK  
MAKES MINISTRY  
POSSIBLE.**

**AND BECAUSE OF THAT,  
YOUR IMPACT IS  
ETERNAL.**



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