

CASTLE HAYNE
CAMPUS



LOAD-OUT Handbook

SCOTTS HILL AT CASTLE HAYNE

HOLLY SHELTER MIDDLE SCHOOL

BEFORE YOU SERVE

The Load-Out Team faithfully closes down the campus each Sunday, ensuring everything is packed, protected, and ready for the next week.

We are not just tearing things down.
We are stewarding what God has entrusted to us.

Every cable wrapped...
Every case packed...
Every space reset...

...is part of sustaining a ministry that is making a Kingdom impact week after week.

WE SERVE WITH PURPOSE, FLEXIBILITY, AND JOY.

SUNDAY MORNING TIMELINE

(LOAD-OUT BEGINS AS SOON AS SERVICE ENDS)

Load-Out begins as soon as the service concludes and spaces begin to clear.

Responsibilities:

- Wait for dismissal of attendees in your area
- Begin teardown in an orderly and safe manner
- Follow direction from your team lead

Goal:

- Clear and reset all spaces efficiently
- Load trailer in an organized way for next Sunday

TEAM DEBRIEF

(POST LOAD-OUT)

Once everything is packed and loaded:

- Gather briefly as a team
- Celebrate wins
- Identify any issues
- Pray together

TEAM STRUCTURE

30 LOAD-OUT TEAM MEMBERS

The Load-Out Team is divided into three primary areas.

1. PRODUCTION LOAD-OUT TEAM

Responsible for loading out all the worship and teaching environment.

Typical Load-Out Includes:

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

**PROTECT AND PROPERLY
PACK ALL TECHNICAL
EQUIPMENT.**

2. KIDS LOAD-OUT TEAM

Responsible for loading out Kids area and placing school property back.

Typical Load-Out 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

**PROTECT AND PROPERLY
LEAVE SPACES CLEAN,
ORGANIZED, AND READY
FOR FUTURE USE.**

3. CONNECTIONS LOAD-OUT TEAM

Responsible for clearing guest-facing environments.

Typical Load-Out Includes:

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

LEAVE A CLEAN AND POSITIVE FINAL IMPRESSION ON THE FACILITY.

LOAD-OUT PROCESS

Step 1 – Clear & Reset

- Ensure all guests have exited the area
- Begin teardown carefully
- Return rooms to their original condition

Step 2 – Pack Equipment

- Pack items into the correct cases
- Use proper wrapping techniques for cables
- Protect fragile items
- Do not rush at the expense of care

Step 3 – Stage for Trailer

- Move packed cases to loading zone
- Keep pathways clear
- Group cases by ministry area

Step 4 – Load Trailer

- Follow trailer layout plan
- Layout plan listed on cases

Step 5 – Final Walkthrough

- Nothing left behind
- Trash removed
- Spaces reset properly

TEAM CULTURE

1. Be Flexible

Load-Out rarely goes exactly as planned.

Things may:

- Take longer than expected
- Need to be repacked
- Require extra help

Our response: "Where am I needed most?"

We adjust and serve wherever necessary.

2. Serve With a Cheerful Heart

Even after a full morning, our attitude matters.

We choose:

- Encouragement over frustration
- Joy over fatigue
- Teamwork over isolation

A strong finish reflects a strong culture.

3. Finish With Purpose

Load-Out is not "the end."

It is preparation for what God will do next week.

Your diligence today helps create:

- A smoother load-in next Sunday
- A better experience for volunteers
- A stronger ministry overall

A MOMENT OF REFLECTION & PRAYER

As you pack each item, take a moment to reflect:

That microphone may have been used to share the gospel.

That classroom may have held a conversation that changed a child's life.

That welcome tent may have been where someone felt seen for the first time.

As you close cases,
pray something like: "God, continue the work You started in hearts today."

LOAD-OUT BECOMES MORE THAN TEARDOWN...

...IT BECOMES WORSHIP THROUGH STEWARDSHIP.

SAFETY GUIDELINES

- Lift properly and ask for help when needed
- Be aware of fatigue
- Watch for loose cables and obstacles
- Communicate clearly when moving large items
- Stay alert in parking/loading areas

FINAL REMINDER

Load-Out is how we finish what we started.

Excellence at the end matters just as much as excellence at the beginning.

Because of your faithfulness:

- Ministry continues week after week
- Volunteers are set up for success
- Lives continue to be impacted

**WHAT YOU DO MATTERS.
AND IT MATTERS ETERNALLY.**



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