



## PREPARING YOUR MINISTRY STORAGE PLAN FOR TRANSITION

### PURPOSE:

The Move-out Transition to our new facility has begun! To achieve success, your assistance is needed. Ministry Presidents/Leads will need to conduct an initial inventory of all of the items they store at Harvest. This will help facilitate packing, disposal and storage of all equipment for a smooth Transition.

### HERE ARE THE FOUR THINGS YOU CAN DO WITH YOUR STORAGE ITEMS:

1. Identify any ministry item(s) no longer needed and can be **disposed of now!**
2. Identify which ministry items can be inventoried for use **at Freedom High School** (every Sunday and Wednesday). **(KEY FOCUS)**
3. Identify which ministry items are needed ONLY **at the New Worship Center?**  
*Please Note: Those items will be inventoried, tagged, packed, and stored for future use in the new building only!*
4. Identify which ministry items may **sold during the HLC Yard Sale** (TBD).

### ALL MINISTRY PRESIDENTS WILL NEED TO FOLLOW THESE STEPS:

- 1) Assess your storage area(s) and inventory.
- 2) List your items on the attached form (located on back of this sheet).
- 3) Sign-up for a day to meet with a HLC Transition Logistics Team Lead

**NOTE: IF YOU DO NOT HAVE ANY STORAGE AREAS ON SITE, WE WILL STILL NEED PRESIDENTS TO COMPLETE THE FORM SAYING YOU DON'T HAVE ANY ITEMS.**



<https://forms.office.com/r/1MKFy2QTv0>

**WE ARE MOVING OUT!**

### Transition Logistics Team:

Pastor Brandon Bryant, Pastor Michael Futrell, Pastor Corey Boone, Elder Leenard Kennedy, Minister Marvin Walker, Minister Ronnie Smith, and Deacon Trevor Thompson



# Ministry Storage Inventory List

*Please review this item list before your scheduled meeting*

[illegible]