***Service Coordinator Checklist***

How does it ***look?***

* Door are open an unlocked
* Lights on
* Check bathrooms (TP, paper towels, cleanliness)
* Check overflow, lobby, hospitality or other rooms (sound, chairs, supplies)

How does it ***feel?***

* Temperature (seasonal needs)
* Is lighting appropriate? (any lights out)
* What is out of place?
* Is Welcome Team at their posts?

Are we ***ready*** for today?

* Coordinator is to check in on ministries
* Are volunteers here? Does anyone need anything?
	+ Kids Zone
	+ Worship Team
	+ Counting Team
	+ Pastoral or guest speaker
	+ Welcome – greeters, ushers, parking lot.
	+ Tech – sound, video, lights, media
	+ Information Desk
	+ Hospitality/Cafe
* Microphone for announcer/review announcements
* Offering bags are out
* Special Sundays – Baptism supplies, Communion Supplies
* Bulletins out – check bulletins to make sure the correct date
* Confirm service play-by-play with all Sunday service teams (OOS)
	+ Worship
	+ Announcements
	+ Prayer
	+ Offering
	+ Closing prayer
	+ Additional extras? Videos, Baptisms, Communion

What will ***add value*** and make today’s experience even better for first time guests, members, and regular attendees?