

Ministry Description 1-2021

Position Title: Service Coordinator- MDW- *adjust for COVID-Season*

Overview of position: To ensure that Sunday morning services at New Life run smoothly, providing a worshipful celebration experience for all.

Specific Tasks:

- 1) Make sure (Guest Services Lead)- has greeters, ushers, parking lot ppl in position and have access to items they need (whether bulletins, offering bags, parking items etc.) EDIT for **Covid season (masks, hand sanitizers, temp check, social distance signage)**
- 2) Direct Announcers (**Check with Pastor/Person assigned for that Sunday**) by making sure they have the correct announcements, microphone (Tech Lead), etc (printed Agenda received on Wednesdays), are alerted to any changes and are aware of any video clips/media items that affect announcements.
- 3) Ensure that pastor, worship team (worship leader), tech team (**Tech lead**), welcome team (Guest Service leader...) are all on the same page for the morning with the order of service.
- 4) Ensure (**BLDG staff**) has doors are open/unlocked for main entrances, auditorium and other rooms being used during service time. Ensure same doors are closed/locked at the end of service (or delegated to another person, such as head usher, who ensures this will be done.)
- 5) Ensure (**BLDG Staff**) building issues (temperature/water concerns/leakage/bathrooms, etc.) are resolved or reported to the proper caretaker.
- 6) Direct to (**Guest Service lead**) With assistance of ushers, be aware and assist in eliminating/reducing any disruptions that occur during the service (*may include showing a parent to nursery or escorting disruptive individuals to family rooms," shushing" loudness outside auditorium if service has just begun, etc.*)
- 7) Be alert (**Service Coordinator**) to assist with Pastor's needs as they arise- Green room has water.
- 8) Direct to (**Altar lead**)- altar call packets; finding men to pray with other men (women with women) at the altar.
- 9) Troubleshoot with **LEADERS** as needed during the service to ensure the Pastor can minister without disruptions.
- 10) See check list at the end for further instructions for Sunday morning.

*If there is not a role designated for a Recruiter, then the service coordinator would function in this role.

Role of Volunteer Recruiter

1. Recruit volunteers for Sunday morning ministries
2. Uphold Best Practices for recruiting
3. Follow up with ministry team leaders regarding the needs for volunteers in their ministry.

Time Required: Sunday Morning Services will need to arrive at least 1 hour before service. Will require some planning and coordinating during the week.

Qualifications/Spiritual Gifts: Administrative Gifts; Organizational skills; an Eye for detail; Ability to Problem-Solve.

Experience: Organizational skills and some computer experience needed; event-planning and office experience helpful.

Training: Will be provided by "shadowing" ministry director for a few weeks. Continued updates, reinforcing role.

Benefits to the Volunteer: Ability to use gifting to serve the church and finding the fulfillment from using gifting: Great experience and skills to list on a resume.

6 E's: Enlist, Equip, Engage, Endorse, Encourage, Empower

Check List for Service Coordinator- MDW
Sunday Morning Celebration Checklist

How does it **look**?

1. Open all doors (*notify bldg. staff*)
2. Lights on (*notify bldg. staff and Tech lights team*)
3. Check bathrooms (TP, paper towels, cleanliness) – (*notify Bldg Staff*)
4. Check overflow room – chairs, AV on for viewing, lighting
5. Check Foyer layout; adjust café furniture if necessary, event sign-ups booth, giving Kiosk (working)

How does it **feel**?

6. Temperature (*notify Bldg Staff*)
7. Is signage appropriate? (printed verse hand written)
8. Is lighting appropriate? (any bulbs out) (*notify Bldg Staff*)
9. What is out of place?
10. Is everyone at their posts?

Are we **ready** for today?

11. Check in on ministries → Are volunteers here? Does anyone need anything?
 - a. Children's / Nursery
 - b. Worship / Music
 - c. Pastoral
 - d. Welcome- greeters, ushers, etc.?
 - e. Sound / Lights/ Online feed
 - f. Hospitality
12. Microphone for announcer
13. Replenish visitor cards (office)
14. Replenish prayer request cards (office)
15. Replenish Info Desk supplies (office)
16. Offering bags (Ushers)
17. Info Desk setup / prep (office)
18. Confirm service play-by-play with teaching Pastor