**THE ROLE OF SERVICE COORDINATOR:**

**Overview of Position:** *To ensure that Sunday morning service at New Life Norwood Park runs smoothly, providing a worshipful experience for everyone! You are responsible to put out any fires that might come up.*

**SPECIFIC TASKS:**

1. Be early, and prepare for the service.
2. Start the morning by praying at 9:15am with the pastor, welcome team, and security.
3. Ensure that pastor**,** worship team (worship leader), tech team (Tech lead), welcome team (Head Usher) are all on the same page for the morning with the order of service.
4. Check in with announcer to make sure they have the correct announcements and if they will need anything else for that Sunday. (Found on planning center)
5. Be alert – to assist with Pastor’s needs as they arise.
6. Check in on ministries: Does anyone need anything?
	* 1. Welcome- head usher, greeters, ushers
		2. Tech Team
		3. Worship team/announcer
		4. Pastoral
		5. Children’s/Nursery

**STANDARDS & QUALIFICATIONS FOR SERVICE COORDINATORS:**

**Qualifications/Spiritual Gifts:** Make relationships a priority over task, Administrative Gifts; Organizational skills; an Eye for detail; Ability to Problem-Solve.

1. Attend service every Sunday unless sick, on vacation, or out of town.
2. Pray with and for the Sunday team you work with.
3. Contact the team prior to the Sunday that you are serving.
4. Arrive 8:45-9am.

**CHECK LIST FOR SERVICE COORDINATOR – NORWOOD**

*SUNDAY MORNING CELEBRATION CHECKLIST*

**How does it *look*?**

* Open all doors *(master key available only service co/head usher can utilize)*
* Lights on *(Make sure hallway lights are on)*
* Check bathrooms (cleanliness, smell, counters wiped down)
* Check overflow room – (chairs, TV on for viewing, kids tables)
* Check cafe layout; adjust furniture if necessary, kids tables

**How does it *feel*?**

* Is the temperature good in the building?
* What is out of place?
* Is everyone at their posts?

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

* Check in on ministries ➔ Are volunteers here? Does anyone need anything?
* Children’s / Nursery
* Worship / Music
* Pastoral
* Welcome- greeters, ushers, etc.?
* Sound / Lights/ Online feed
* Hospitality
* Microphone for announcer (check to make sure it’s at the front)
* Replenish giving cards back of seats (office)