



THE ROLE OF SERVICE COORDINATOR: The service coordinator partners with other ministry leaders to ensure that the Sunday service experience at New Life Cicero operates excellently and provides our congregation and guests with the best possible worship environment.

General Tasks:

1. Arrive early and prepare for the service by reviewing and familiarizing yourself with the service order in the Planning Center.
2. Begin the morning with prayer alongside other team members.
3. Confirm that ministry team leads (worship leader, tech lead, impressions lead, security lead, kids lead) are present and ready for service, ensuring teams are prepared, and equipment is in place.
4. Meet with the building manager to get an update on the building's readiness, including outdoor and indoor cleanliness, heating/AC status, and bathroom readiness.
5. Meet with the Office Manager for updates on any necessary handouts or printouts.
5. Check in with the Pastor to provide updates or highlight outstanding situations.
6. Ensure that timelines are being met according to the checklist.



CHECKLIST FOR SERVICE COORDINATOR – New Life Cicero

How does the building *look*?

- ☐ The main entrance is open (all other doors should remain closed to limit access to offices, supply rooms, and the chapel).
- ☐ Lights are on (*in the hallways, bathrooms, and sanctuary*).
- ☐ Check the bathrooms (for cleanliness, odor, and wiped-down counters).
- ☐ Ensure hallways are clear of hazards and that floors are dry and clean.

How does the building *feel*?

- ☐ Is the temperature appropriate in the building?
- ☐ What seems out of place?
- ☐ Is everyone at their stations?

Are we *service-ready*?

Check-in on ministries → Are volunteers present? Does anyone need assistance?

- ☐ Kids Zone: Check-in opens at 9:45 am
- ☐ Worship: Soundcheck completed by 9:45 am
- ☐ Host: Mic ready by 9:55 am
- ☐ First Impressions: Ushers and greeters positioned by 9:40 am
- ☐ Welcome table: Stocked and prepared (envelopes are available in the giving box).
- ☐ Security: Main entrance post and sanctuary posts positioned by 9:45 am
- ☐ Tech:
 - ☐ Background music activated at 9:45 am
 - ☐ Announcement Loop on at 9:50 am
 - ☐ 5 Min Countdown on at 9:55 am

Problem-Solving Mantras

Minimize distractions at all costs; call on team leads for assistance. Manage the crisis by communicating confidently and clearly. A questionable call is far better than no call at all. We are stronger together.