

SERVE TEAM RESPONSIBILITIES

AUDITORIUM HOST

WEEKLY PREPARATION:

1. Accept or decline serve team schedule requests.
2. Communicate with Serve Team Coach, Admin, or Leader about weekend changes or serve team gatherings.

BEFORE SERVICE:

1. Check in with your Service Captain at the pre-service huddle 30 minutes before the service.
2. Set out any materials or signage on seats and refill seatbacks.
3. Clean and prepare the auditorium environment for any experiential elements.
4. Greet church guests warmly as they enter 20 minutes before service until the end of worship.

DURING SERVICE:

1. Be attentive to the order of service and any needs in the auditorium.
2. Build community with your team.
3. Assist with any projects or events as part of the overall Experience Team.
4. Clean and organize supplies used by your team in preparation for next service.
5. Take note of any items that need to be ordered for the upcoming weeks.

AFTER SERVICE:

1. Be in place 5 minutes before the end of service.
2. Make each church guest feel welcome to engage with others, help them make a personal connection, take a next step or find community before they leave.
3. Sanitize your tools and clean your area before handing off to another team member or tearing down.
4. Assist with all Experience Team teardown.

