

SERVE TEAM RESPONSIBILITIES

EVENT 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.
3. Assist with any weekday projects, like set up or decoration, to prepare for a weekend experience.

BEFORE SERVICE:

1. Check in with your Service Captain at the pre-service huddle 30 minutes before the service.
2. Set up any event materials for pre-service engagement.
3. Greet church guests warmly as they enter 25 minutes before service until the end of worship when set up begins or continues.

DURING SERVICE:

1. Be attentive to the order of service and any set up needs.
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.
6. Communicate any additional instructions to other Experience Team members who are assisting with the event.

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 organizing supplies used for the event to be properly transported and stored.
5. Assist with all Experience Team teardown.

