

SERVE TEAM RESPONSIBILITIES

NEXT LEVEL KIDS ELEMENTARY PRODUCTION

WEEKLY PREPARATION:

1. Familiarize yourself with the **order of service** before each weekend teaching.
2. Manage your schedule through Next Level Connect and communicate with your Coach or Admin Coordinator.

BEFORE SERVICE:

1. Arrive and Check in to obtain yellow volunteer sticker. (45 minutes prior)
2. Attend Serve Team huddle (30 minutes prior)
3. Pre-read the script for the weekend to feel fully comfortable with the sound effects, videos, etc.
4. Review the Order of Service document provided and become familiar with the flow of the service and all the different elements involved.
5. Practice with the “host”, “motions leader”, and “storyteller” (if applicable for that week) the message in its entirety.
6. Make sure the tech booth is clean and prepped. If anything is missing, let your coach know as soon as possible.
7. Note any safety concerns and communicate those to your leaders.

DURING SERVICE:

1. Create a welcoming environment for families and students pre-service and at the end of service with background music.
2. Be in the tech booth and ready 5 min prior to service starting.
3. Follow the Order of Service to enhance the learning environment during teaching, praise and worship time, and small group time.
4. Be prepared and ready during small group time to offer an extra hand to small group leaders and students as the need arises.

AFTER SERVICE:

1. Make sure the tech booth is cleaned up and ready for the services to follow.
2. Connect with you team before leaving, sharing wins and feedback with one another!
3. Clean environment and sanitize according to procedures.

