

SERVE TEAM RESPONSIBILITIES

STUDENT SET UP/TEAR DOWN TEAM

WEEKLY PREPARATION:

1. Accept or decline serving request from Coach.
2. Contact Coach about any schedule changes, questions or clarifications.

BEFORE SERVICE:

1. Attend Serve Team huddle and connect with Student Director/Pastor
2. Receive information about special information or events for the night.
3. Set up Check In area and pre-service hang out environments.
4. Prepare directional signage for parent drop off/pick up.
5. Clean and sanitize high touch areas.

DURING SERVICE:

1. Break down Check In area.
2. Tear down pre-service and/or outdoor environments.
3. Prepare for post-service activities.
4. Clean and sanitize high touch areas.
5. Assist Experience Team wherever needed.

AFTER SERVICE:

1. Clean up Auditorium and reset chairs.
2. Ensure small group rooms are “weekend ready”.
3. Take the trash to the dumpster.
4. Put away extra event supplies.
5. Return all outdoor signage.

