

Service Coordinating Team

Job Description

Service coordinators love the gathering by holding the behind-the-scenes details together. They lead in pairs to ensure that Sunday teams & volunteers are ready to serve, and that our space is both set up to welcome, and handed in good shape to the next congregation.

Key Tasks

- Ensure that the courtyard, atrium, auditorium, seating and signage are set up and ready for the church service at least 30mins before start
- Confirm arrival of volunteers & team leaders, check that the roles of team leaders are well-performed
- Oversee pack up and security
- Actively participate in identifying, recruiting & training new team members or leaders as the need arises
- Identify areas of potential improvement in the organisation our services and initiate change

Time Commitment

- 4-5 hours/week (before, during and after the service)
- Once every 4-6 weeks
- Meet with staff once per quarter to review welcoming services and serving

Tell me more about service coordinating

fill out and place in the everything box

Name: _____

Email: _____

Phone: _____

- 10am 4.30pm 6.30pm