

## Service Coordinator

### Job Description

Ensure the logistical running of the Sunday service by overseeing volunteers, technical needs and service flow.

### Key Tasks

- Check in with all key volunteers in service.
- Make sure all key areas (hospitality, welcoming, AV) are ready for the service and packed up for the next service.
- Initiate pre-service prayer and joy.
- Troubleshoot logistic issues.

### Time Commitment

- 3 hours / week (before, during and after the service).
- Once every 4-5 weeks.
- Team meeting quarterly

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### Tell me more about the service coordinator team

*Fill out and hand it to staff or put in offertory box/bag*

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Erko

10.45

CiG