

Sunday Morning Preparation Checklist

1. Facility & Atmosphere (7:30 – 8:30 AM)

- **Walkthrough:** Walk the entire path a guest takes (Parking lot- Foyer - Sanctuary). Pick up any stray trash.
- **Lighting & Temp:** Ensure the foyer and sanctuary temperatures are comfortable and lighting cues are set.
- **Signage:** Verify all directional signs (Restrooms, Children's Ministry, Bookstore) are visible.
- **Music:** Play uplifting background music in the foyer and bookstore to set the tone.

2. Worship & Technical (8:00 – 9:15 AM)

- **Soundcheck:** Full band and vocal check. Ensure monitors and Front of House (FOH) levels are balanced.
- **Slide Deck:** Run through the entire presentation. Check for typos in lyrics, scripture, and announcements.
- **Livestream:** Test the video feed and audio sync for the online congregation.
- **Microphones:** Check battery levels for all wireless mics and the Pastor's headset.

3. Hospitality & Guest Services (9:00 – 10:00 AM)

- **Connect Center:** Restock "Connect Cards," guest brochures, and "Pastor Stephen's" books for first-time visitors.
- **Greeter Huddle:** Briefly meet with the Safety and Usher teams to share the "Win of the Week" and pray.
- **Refreshments:** Ensure coffee/water stations are clean and fully stocked.
- **Security:** Verify all "Safety" team members are in position (Safety 1, 2, and 3).

4. Children's Ministry (9:45 – 10:15 AM)

- **Check-In Station:** Test the electronic check-in system and label printer.
- **Classroom Ready:** Teachers in place 20 minutes early; supplies out, and rooms "Spirit-filled" and organized.
- **Safety Cards:** Ensure all workers have their ministry access cards.

5. Final Countdown (10:15 – 10:30 AM)

- **Bulletins:** Ushers have handouts ready at all sanctuary entrances.
- **Seating:** "Sanctuary Seaters" begin directing people to the front to fill gaps.
- **Quiet Time:** Staff and volunteers take 2 minutes for personal prayer before the service starts.

The **Monday Morning Review** (often called a "Debrief") is the most important tool for constant improvement. It allows the team to celebrate what God did and fix small issues before they become big patterns.

Monday Morning Review Template

Service Date: [Date] | **Attendance (In-Person/Online):** [Numbers]

1. The "Wins" (Celebrations)

- **Salvations/Commitments:** Any first-time decisions or baptisms?
- **Ministry Moments:** Did someone share a powerful testimony? Did the worship set flow particularly well?
- **Guest Feedback:** What positive comments did we hear at the Connect Center?

2. The "Tension Points" (What went wrong?)

- **Technical Glitches:** Did a mic cut out? Was there a typo in a slide?
- **Logistical Gaps:** Was the foyer too crowded? Did we run out of coffee or bulletins?
- **Timing:** Did the service run long? Were transitions between the worship and the sermon clunky?

3. Departmental Check-In

- **Worship:** Was the team prepared? How was the "vibe" of the room?
- **Bookstore:** What were the top-selling items? Any specific requests for resources we don't have?
- **Office/Admin:** Any issues with the check-in system or guest follow-up cards?
- **Safety/Ushers:** Any security concerns or seating bottlenecks?

4. Guest Follow-Up (Immediate Action)

- **First-Time Guests:** Have they been entered into the database?
- **Prayer Requests:** Have the cards been distributed to the prayer team/pastors?
- **New Volunteers:** Who expressed interest in joining a team yesterday?

5. The "Next Time" List

- What is **one thing** we will change for next Sunday to make the experience better?
- *Example: "Move the bookstore display to the left to improve foot traffic flow."*

Monday Review Pro-Tip:

Keep this meeting "low-stakes." The goal isn't to point fingers, but to **steward the house of God** with excellence. Encourage staff to be honest about their own departments.