CYA SITE COORDINATING TEAM

The Mission

CYA exists to connect young adults to the person of Jesus. At CYA we seek to understand and obey the Word of God, as ***community is built*** around the Word of God, and ***people are developed*** through the Word of God.

The Role

Stewardship is our posture at CYA. The heart behind the site coordinator role is to be the oversight of the evening. There's many aspects that go into the functions of a CYA hangout. With that, the site coordinator serves as an individual that has their eyes on the elements of the evening, to ensure that service is carried out in a manner that is diligent and honoring to the Lord and His people.

The Responsibilities

Before Service

- Please arrive at 6:00 pm.
- Be attentive to all aspects of the CYA service throughout the night in order to intentionally fill out the CYA Service Report at the end of the night.
- Check Planning Center to see who is speaking. (If Planning Center is not updated, contact Operations Ministry Lead - Jordan Guinn.)

Crew

- Ensure Coffee Volunteers arrive at the Lewisburg church by 6:20 pm.
- Ensure the Worship and Production Teams have shown up and have begun rehearsal.
- Ensure Set Up/Tear Down Team has arrived by 6:20 pm.
- Ensure Food Volunteers arrive by 6:40 pm.
- Ensure Impressions Team has arrived by 6:40 pm.
- Once each team has arrived, check in with them to ensure they have everything they need. THANK each volunteer for serving as you check in with them. [Set Up/Tear Down, Hospitality, Impressions, Worship, Production]
- If there are spots that are not filled, check in with Ministry Leads, who are listed below.

Site Preparation

- Ensure one trash can is on the lower level for food/drinks. Put a new trash bag in.
- Set up the CYA sign right outside the front door. The sign is located by the storage shelf in the studio.
- Ensure stage is set up correctly. Be sure the podium and chair are near the stage.
- Close all office doors. Ensure there are no loose objects or materials laying around; the Youth Building is to be tidy for service.
- Ensure toilet paper, paper towels, and soap are stocked in each bathroom. Extra supplies are stored in the closet next to the stairs.
- Ensure lights are set at the proper level. Prior to service, the bottom notch on the dimmer is to be aligned with the top of the black line.
- Ensure everything is set up properly.
    - Set Up/Tear Down Team
        - Tables and chairs are set up. Connect Cards, pens, and bibles are on each table.
    - Hospitality Team
        - Coffee bar is set up.
        - Food is set in the kitchen prior to service.

Service Preparation

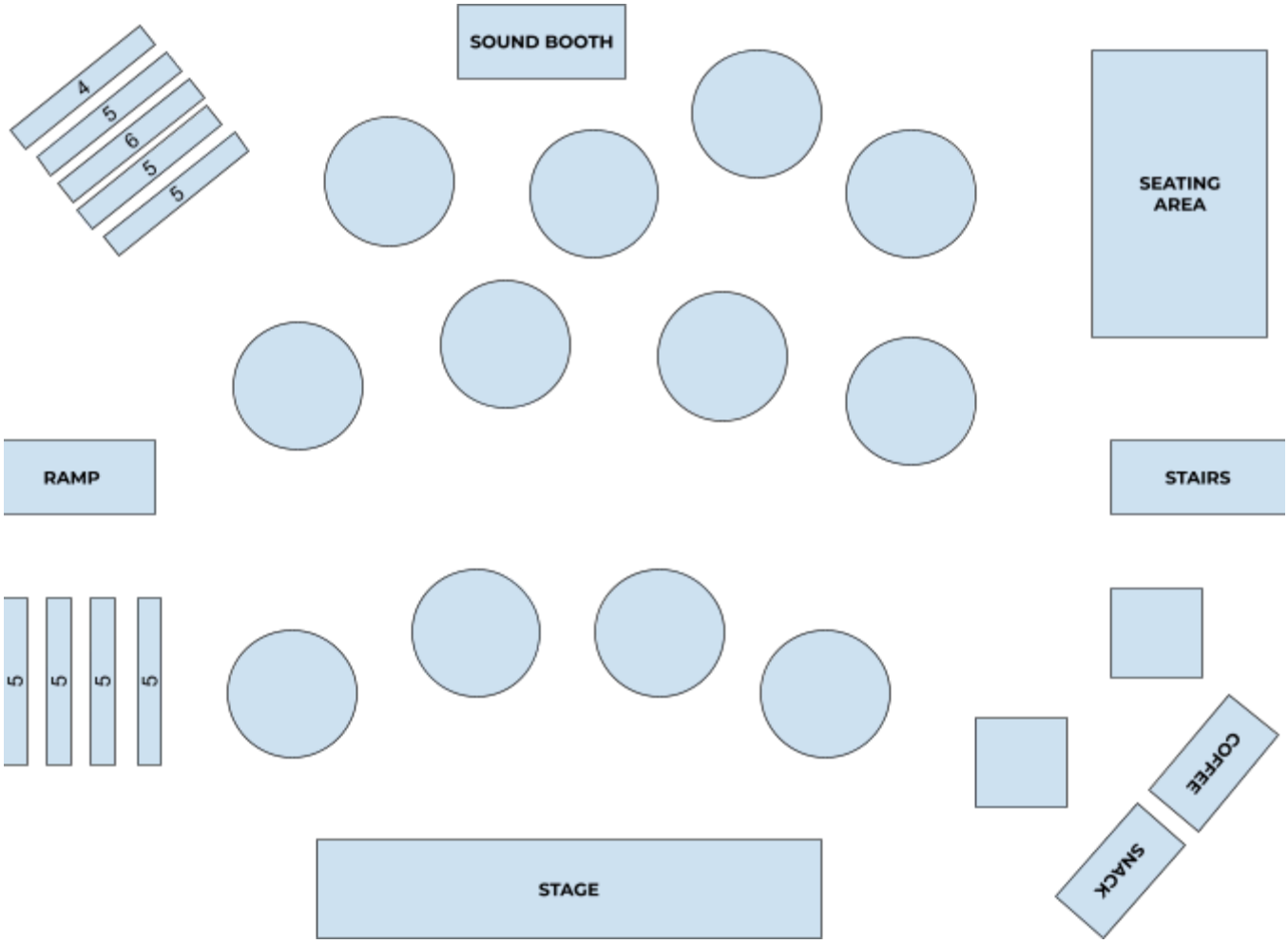
- Gather Crew for Crew Rally at 6:45 pm.
- Introduce yourself as the Site Coordinator to the speaker. Let them know that if they need anything, they can let you know. Ask the speaker their preference for the podium and chair and if they would like water.
- Make sure you are aware of the Order of Service for the night, which will be communicated in the pre-service gathering.
- Ensure the Connections Team is in place at 7:00 pm.
- Ensure pre-service playlist is playing.
- Ensure blinds are down 2 minutes prior to the start of service.
- Ensure upper level lights are turned off 2 minutes prior to service.

During Service

- At the start of worship, turn off all light switches next to the front door so that all lights are turned off during worship.
- Adjust the lighting to be ready for the speaker after worship. The middle of the dimmer is to be aligned with the black line.
- **Please make sure the door is locked and the Impressions team member (or you) are standing nearby if people need to exit and re-enter. Ensure the door remains locked throughout service.**
- After worship, turn the left three light switches back on to ensure the row of lights at the back of the room are on.
- Have your phone readily available for any communication with Operations Ministry Lead.
- Reset the stage following worship. Move the podium and chair (if desired) for the speaker. Place water on the podium if the speaker has requested.
- Count people during announcements. This count will go in the CYA Service Report.

After Service

- Ensure food is set out with everything they need.
- Ensure everything is in place for the afterparty (ex. games, music). All games and cards are on the storage shelf in the studio.
- Collect all Connect Cards and pens 30 minutes following the end of service. Put empty Connect Cards and pens back on the storage shelf in the studio.
- Turn filled out connect cards into Next Gen Assistant or text a picture of each to the Next Gen Assistant
- Ensure CYA sign is brought back in and put back into storage.
- Thank volunteers for serving.
- It is best to stay until at least 9:15 pm.
- Fill out and submit CYA Service Report by 5:00 pm on Wednesday.
- https://cofchurches.com/cya-feedback-sc


SOUND BOOTH
4
5
6
5
5
SEATING AREA
RAMP
STAIRS
5
5
5
5
COFFEE
SNACK
STAGE