



SITE COORDINATOR

Lewisburg Community of
Faith

OUR MISSION:
CONNECTING
OUR
COMMUNITIES
TO THE PERSON
OF JESUS

GREET | BE EXPECTANT | SET THE TONE

CHECK PCO BY THE PRECEDING SATURDAY TO ENSURE ALL POSITIONS ARE FILLED
WEAR THE SC LANYARD WHILE SERVING TO BE IDENTIFIABLE & APPROACHABLE
PUT ON HEADSET (CHANNEL SEVEN) AND HAVE SC KEYS FROM THE OFFICE
BE IN THE FOYER AND EXPECTANT OF GUESTS 30 MINUTES BEFORE SERVICE
ARRIVE BY 8:00AM - CREW RALLY WILL BE HELD WITH THE PASTOR AT 8:15AM
ATTEND OPS RALLY IMMEDIATELY FOLLOWING CREW RALLY
BE PRESENT IN FOYER GREETING GUESTS

INITIATE | BE WELCOMING | YOU'RE A STICKING POINT

INTRODUCE YOURSELF AS THE SITE COORDINATOR TO THE CREW SERVING
BE DILIGENT TO ENSURE WORHSIP EXPERIENCE IS RUNNING SMOOTHLY
STAY ATTENTIVE TO GUESTS - KEEP HANDS FREE - NO CELL PHONES OR FOOD
REMAIN ACCESSIBLE DURING SERVICE FOR ANY SERVICE NEEDS
BE FAMILIAR WITH SITE COORDINATOR SAFETY PROCEDURES

FOLLOW UP | BE INTENTIONAL | JESUS IS OUR FOCUS

ENSURE EVERY MINISTRY HAS BEEN SET UP AND VOLUNTEERS HAVE ARRIVED
DISTRIBUTE ANY MATERIALS FROM GRAY FOLDER AND SUPPLIES FROM CC
ENSURE LIGHTING SCHEDULE HAS BEEN CONFIRMED WITH PRODUCTION
ENSURE SANCTUARY IS RESET BETWEEN SERVICES - TRASH, COMMUNION, ETC.
GET ATTENDANCE NUMBERS AND CONNECT CARD NUMBERS FROM HEAD USHER
ENSURE EVERY MINISTRY IS TORN DOWN AND NURSERY DOORS ARE LOCKED
FILL OUT SITE COORDINATOR NOTES AFTER SERVICE
CONFIDENTIALITY IS EXPECTED

THANK | BE AUTHENTIC | MAKE IT PERSONAL

GENUINELY CONNECT WITH THOSE IN THE CHURCH
ANY AREAS OF CONCERNS SHOULD GO TO YOUR OPERATIONS COORDINATOR
THE LATEST SERMON PODCAST IS AVAILABLE FOR YOU ON THE APP

G.I.F.T - GREET . INITIATE . FOLLOW UP . THANK