



SITE COORDINATOR

Richmond 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 FOUR) AND HAVE SC KEYS FROM THE OFFICE

BE IN THE FOYER AND EXPECTANT OF GUESTS 30 MINUTES BEFORE SERVICE

ATTEND CREW RALLY WITH THE PASTOR AT 8:25AM

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