

# WEEKLY CHECKLIST

## FOR GUEST SERVICES AND SEATING TEAMS

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Please use this checklist each week to fulfill your responsibilities as a guest services entry or seating team volunteer.



### PRIOR TO CHURCH SERVICE

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- Know and follow guest services policies and procedures.
- Pick up badge in designated area.
- Ensure worship area is clean, neat, and ready for the service.
- Verify the appropriate quantity of bulletins is in place for distribution.
- Check that the correct numbers of offering collection bags are in designated places.
- Note unobstructed pathways to emergency exits and see that exit signs are lit.
- Set up additional chairs, as necessary.
- Verify that signs designating special seating are in place, as necessary.
- Open main auditorium entrance doors when instructed by team or worship leader.



### DURING CHURCH SERVICE

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- Entry team volunteers should position themselves at the main entrances to welcome all attendees with a smile and hand them a bulletin. Be prepared to direct people to restrooms, welcome center, and so forth. One volunteer should be at each door.
- Seating team volunteers should be in the main entry area of the auditorium to assist with directing the people who come in to the auditorium.
- Seating team volunteers should position themselves to most efficiently guide people to available seating. Encourage people to fill the areas closest to the stage first so that seats near the rear of the auditorium will be available for latecomers.
- Entry team volunteers close doors as service begins.
- During the service, do not stand in a place that blocks view of the stage. Stand in a position where you can be helpful and will blend in with your surroundings.
- Designate one door to open once the service begins. Attendees should be held at the door to prevent disruption during prayer, special music, and when the auditorium is darkened.
- Be conscious of the air quality and temperature in the auditorium. Report any problems or irregularity to the team leader.
- If a member of the congregation needs medical or other assistance, contact the team leader to summon the medical emergency response team person on duty.
- When the Lord's Supper is to be served, seating team volunteers will assist with passing out the elements or direct each row to the nearest designated location to receive the elements.



## AFTER CHURCH SERVICE

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- Remove trash and put away Bibles, hymnals, and pens.
- Deliver any personal belongings discovered in the auditorium to the welcome center.
- Return your badge to the designated location so it will be available for the next use.