



Last updated: March 15, 2022

## GUIDELINES FOR SERVICE COORDINATOR

**Overall Vision:** The service coordinator will be the main person (s), in close association with the individual team leaders, who ensures the overall smooth conduct of the service.

### Informing Team Leaders & Pastor

- The Service coordinator ensures that all the team leaders are aware of their individual responsibilities and carry them out effectively.
- The list of team leaders in charge for their respective teams each week is made, and other team leaders are also informed.
- Any possible changes in the routine, change in facilities available, change in the venue, a reiteration of the routines is done by the service coordinator.
- The information may be shared via WhatsApp with all concerned

### Coordination with Team Leaders

- The team leaders plan each aspect of their team's involvement in the Sunday service in coordination. The service coordinator is available for additional support as required.
- The important aspect of each team would include having all the correct kinds of equipment needed, ensuring team members arrive on time, that the team members have the necessary skill set to handle the equipment, know the process, know how to handle unforeseen issues, and so on.

### Ready Reckoner / Checklist

Enlist the tasks, person who owns, and time of completion for each. Keep this as a checklist and post in the WhatsApp group for the team leads.



1. Ensure venue, rest rooms are opened
2. Water dispenser & can setup
3. Tables for serving refreshment
4. Registration desks
5. Children & toddler areas to be opened
6. Sound / Projection to be arranged
7. Check cleanliness of hallway, cobwebs
8. Putting up of signage
9. Check if fans / AC's /Lights are switched on
10. Water in the rest rooms
11. Cordless mics for Prayer team
12. Late arrival message from pastor to share with MPT team
13. In case pastor is not in during announcement arrange back up speaker
14. Podium to be moved to the centre after worship
15. Bring back the parking boards
16. Tables to be put back / put inside
17. Water cans to be put back
18. Ensure that no posters are left stuck
19. All tables provided by venue to be put back where they belong
20. Keep all empty tea, coffee, water cans at security
21. In case of power cut call attender / switch on generator
22. Ensure volunteer team guidelines are followed
23. Ensure that the stall owners start sale ONLY after service finishes
24. Any changes in routine, need to be informed to all groups - for instance No CC
25. Sending readiness SMS with details of team heads and other important service related information

### Ensure Smooth Flow of the Service

- Ensure the flow of the service as per plan.
- Pre-plan and anticipate any issues that may arise and be equipped to effectively handle it. For instance, if there is a power cut, ensure that the power is back on immediately.

### Evaluate & Enhance Processes

- Coordinate with the team leads to take feedback, improve process and check if adequate volunteers are available.
- Arrange for announcing about Volunteer recruitment.
- Plan for training and development of the Sunday volunteers in association with the team leaders
- Work closely with the admin team to ensure that all required elements for the successful execution of each Sunday Service are taken care of.
- Inform for specific needs of hiring, purchases, permissions etc



### Being Accessible & Sharing Information

- Remain accessible (by phone and email) with the team leads, people at the venue
- Inform all concerned most preferred means of being reached.
- Inform if there is a possibility of absence, with information of person leading.
- Have a system in place, where team leaders inform about such similar absence, so that the second leader is able to handle.



### GENERAL INFORMATION



#### ABOUT ALL PEOPLES CHURCH

All Peoples Church is a Jesus loving, Word focused, Spirit-filled, family church, an equipping center, a missions base, and a world outreach.

As a **family church**, we grow together as a community in Christ centered fellowship, caring and serving each other in love as the assembly of God.

As an **equipping center** we empower and equip every believer to live victoriously, mature into Christlikeness and fulfil God's purposes for their lives.

As a **missions base** we engage in meaningful ministry to bless our city, nation and the nations with the full Gospel of Jesus Christ through the Word of God and supernatural demonstrations of the power of the Holy Spirit.

As a **world outreach** we serve locally and globally by nurturing godly leaders and Spirit filled churches who can impact their regions for the Kingdom of God.

The vision of All Peoples Church is to be salt and light in the city of Bangalore and a voice to the nation of India and to the nations.

#### USEFUL LINKS

Online Sunday Church service live stream every Sunday at 10:30am (Indian Time, GMT+5:30). Spirit filled, anointed worship, Word and ministry for healing, miracles, and deliverance.

**YOUTUBE:** <https://youtube.com/allpeopleschurchbangalore>

**WEBSITE:** <https://apcwo.org/live>



## APC Guidelines for Service Coordinator

### Our other websites and free resources:

**CHURCH:** <https://apcwo.org>

**FREE SERMONS:** <https://apcwo.org/resources/sermons>

**FREE BOOKS:** <https://apcwo.org/books/english>

**DAILY DEVOTIONALS:** <https://apcwo.org/resources/daily-devotional>

**JESUS CHRIST:** <https://examiningjesus.com>

**BIBLE COLLEGE:** <https://apcbiblecollege.org>

**E-LEARNING:** <https://apcbiblecollege.org/elearn>

**COUNSELING:** <https://chrysalislife.org>

**MUSIC:** <https://apcmusic.org>

**MINISTERS FELLOWSHIP:** <https://pamfi.org>

**CHURCH APP:** <https://apcwo.org/app>

**CHURCHES:** <https://apcwo.org/ministries/churches>