

Job Description for A.M. Coordinator **—to oversee the logistics of the Sunday morning events**

- office unlocked by 8:40am (photocopier availability, resource room)
- handouts at all entries / children's folders and pencils at balcony entries
- platform stained glass light switched on
- open sanctuary windows if needed, shades pulled if needed
- check to see that lights are on in entries (bell tower and southeast)
- head count Sunday school classes
- pick up and wear headset for childcare walkie-talkie during worship
- ensure platform doors closed just before worship begins
- piano cover should be removed for worship (even if not being used)
- relock office before worship

full training on emergency procedures

minimal training on office printers

minimal training on AV equipment

minimal training on lights/thermostats

learn general location for what might be needed (e.g. flower stands)

carry master keys

carry phone contact for buildings managers and two others (e.g. in case a toilet overflows)

carry list of back-up people for various tasks (e.g. ushers)

carry wi-fi passcodes