

Service Leader Checklist

The Service Leader is responsible for the overall flow of the entire service. The Service Coordinator supports them. In turn, the Service Leader provides support to each of the people who participate in the service and works to ensure that each activity happens efficiently and smoothly. If you encounter a problem at any point in completing this checklist, contact your Service Coordinator.

√	When	Where	What
	Sunday prior		Identify who is to be your service coordinator
	Thursday prior		Receive order of service & standard service leader script
			If you have not received an Order of Service, contact your Service Coordinator
			Look at the Order of Service to see: 1) What the general theme of the service is – this will help determine which choice you make for each section of the Service Leader Script 2) Who is speaking, if there's a SRC Moment, a What's On My Mind segment, a story – these are some of the people you'll need to touch base with on Sunday prior to the service
			Make your selections from the script as determined by the order of service
	Thursday - Saturday		PRACTICE – out loud
	Sunday	Church	Arrive at least 30 minutes before the service – bring your script
			Touch base with the AV person, do a microphone check, remind them that it's important to tape the sermon without interruption. Turning over the tape during the sermon makes it very difficult to create an electronic copy of the sermon.
			Touch base with the speaker. If they are a visitor: orient them to our physical layout, the way the podium is miked and to our order of service.
			Touch base with the Board Member On Duty. They will be making the initial greeting. As necessary, explain what will happen and orient them to the way the podium is miked.
			Touch base with the Story teller (if there is a story that Sunday). Make certain they are present, sitting in the front of the sanctuary, are miked and ready to go.
			Touch base with anyone else who is speaking, ensuring they are present, understand how the podium is miked, and are sitting in the front of the sanctuary.

	Sunday continued	Podium	Check to make sure the wheels are locked
			Tidy
			Ensure fresh water is available for the speaker
		Celebration Table	Sand bowls should be empty of used candles & raked
			Candles should be in the basket between the bowls*
			Ensure that the chalice candle is new, or at least 6 inches long (otherwise we run the risk of it burning up before the service is completed)
			Ensure candle snuffer is on table
		Announcements	Light the small tea light for chalice lighting*
			Check with service coordinator for announcements Use 'announcement guidelines policy' if additional announcements are requested.
		Closing song	Announce closing song as per the standard service leader's script

* Extra candles, tea lights and matches can be found in the worship cupboard in the library (formerly known as the Green Room)