



Sisterhood Checklist (Team Leader)

This Checklist gives an overview about all tasks that a team leader has to do before, during and after a Sisterhood Service.

SISTERHOOD: TEAM LEADER

Pre-service

- Check lights are on as needed as you walk into the lounge area at the top of the stairs
- Check aircon is on in office area (located just to the left of the doors leading to balcony)
- Check w/end summary for specific info
- Brief the team & assign to areas
- Pray & *(whenever possible)* Go to service prayer mtg w/team *(in the garage)*
- Print 4x copy of announcements & check all info with relevant dept (i.e. songlists should be checked w/ SM, DVD times w/TV etc)
- Watch Church News (CN) & any other relevant DVDs (Offering, Clips, presentations etc)
- Once all info is confirmed & correct, print 4x pgs of ann.
- Highlight important info on ann. With Sharpie highlighter & distribute to the following areas:
 - 1x Ann. card to **Senior Pastors (SPs)**
 - 1x **MC** seat
 - 2x Ann. card to **TV**
 - 2x Ann. cards to **SMs**
 - 3x Ann. to **Prod (1x FB, 1x FOH, 1x TD)**
 - 1x Ann. Card to **Creative Producer**
 - 3x Ann. Card to events team leader seat
- Check w/Aud team that the following is correct: promos (Events, MC, & SM), seat drops
- Check w/Aud team doors have been opened *(once main Aud doors open)*
- Check with Foyer team that music has been switched to Main Aud
- Ensure front 3 rows are filled & reserved seats have been released

During the service

(at the very start of the service)

- Give Prayer requests to MC
 - Check fill in ea sect. - work w/hosts as needed
- (During whole of the service)*

- Take precise notes on the run of the service (pls note things that would be good to know for next yr and any action points for midweek)
- Immediately action any issues within the service

After the Service

- Check both headcount sheets are all added up correctly and entered into computer accurately.
- Complete Volunteer stats on **myhillsong.com**

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