



# STANDARD OPERATING PROCEDURE

## VOLUNTEER SERVICE FLOW - SUNDAY

---

PAGE: 1 OF 2

---

### PURPOSE OF DOCUMENT:

*This procedure outlines the service flow The Brook Volunteers serving during the Sunday in-person worship experience.*

### SCOPE:

*The primary user of this document is Brook Volunteers who serves during the Sunday in-person worship experience.*

### TIME AND LOCATIONS:

*The Sunday 8:00am and 11:00am in-person worship experience on The Brook campus.*

### RESOURCES

- *Volunteer Check-In Form (QR Code)*



# STANDARD OPERATING PROCEDURE

## VOLUNTEER SERVICE FLOW - SUNDAY

**SPECIFIC PROCEDURES:**

Task	Step by Step Procedure
<p>Pre-Event Activities</p>	<ul style="list-style-type: none"> <li>• Confirm service assignment in Planning Center by Friday evening at 8:00pm.</li> <li>• Arrival Time – 7:00am (8:00) &amp; 10:00am (11:00)</li> <li>• Park on the grassy area on the side of the church.</li> <li>• Enter through the front door &amp; check-in using the Volunteer Check-In QR code sign.</li> <li>• Experience Team Huddle Time – 7:15am. Break for individual team huddles afterward.</li> <li>• Doors Open to the Public – 7:30am &amp; 10:30am</li> <li>• Between Service Flow               <ul style="list-style-type: none"> <li>• Sanctuary will be sanitized between services and will be inaccessible to volunteers.</li> <li>• Refreshments and seating will be available in the Auditorium between services.</li> <li>• To prevent congestion, the auditorium will open at 8:30am for Echo &amp; Parking Lot (during 8:00am service). Everyone else will be served after the 8:00am and before the 11:00am service.</li> <li>• The sanctuary should be open by 10:15am so volunteers can prep for the 11:00am service.</li> </ul> </li> <li>• Doors will be open to the public at 10:30am.</li> <li>• Service Dismissal for both Services – The center section will remain seated while the side sections are dismissed first at the direction of the First Touch. The center section will be dismissed last.</li> </ul>