



GIVING HOPE TODAY

# PREP TEAM

## The Win

Create a comfortable environment for our guests by preparing each seat in a way that eliminates distractions and indicates we were expecting them.

## Guidelines

**Arrive on time** and attend the Host Team **huddle** (if applicable).

Prep Team members should wear the **provided ministry uniform/shirt** at all times. Part of creating a comfortable environment is being easily recognizable to our guests.

Connect with your **Prep Team Leader**. They will assign you to a particular area and communicate any details specific to the weekend.

Prepare each seat in the auditorium/sanctuary for our guests making sure all **supplies are in place** and the area is **free of debris**.

Create an **excellent environment** by cleaning up any spills you find.

Take any **lost or left behind items**, including keys, cell phones, jackets, and completed offering envelopes, to the individual responsible for Lost & Found.

**Pray over the seats** in the auditorium/sanctuary. You've set the stage for God to do what only He can do.

Refrain from **eating, drinking, or using your phone** while serving.

If you will **miss** your opportunity to serve, please **inform your team leader**.