Servant Teams | New Team Member Checklist

Servant Team Leader to complete and submit checklist to Admin

▫ 1. New Team Member Info   Date: _____
- ■ Name (first & last): _____
- ■ Phone Number: _____
- ■ Email Address: _____
- ■ Team (check one):
  - ○ Greeter *
  - ○ Usher *
  - ○ Explore/Nav Host *
  - ○ Connections Team *
  - ○ RA *
  - ○ Preschool ✝ (Sunday / Wednesday)
  - ○ KidLife K-6 ✝ (Sunday / Wednesday)
  - ○ StudentLife ✝
  - ○ Medical *
  - ○ Security ✝ *
  - ○ Hospitality
  - ○ Stewardship
  - ○ Lord's Supper

  ✝ *Requires background check*
  * *Requires security badge*

▫ 2. Email Background Check Authorization link (if required)

▫ 3. Send team member to Security for Picture (8:30am first Sunday of the month)

▫ 4. Conduct Training with team member
- ■ Provide written "Team Job Description"
- ■ Provide written "Servant Team Member Tools" handout
- ■ Invite team member to your Servant Team's City Group

▫ 5. Schedule team member to serve
- ■ Admin will add team member to Planning Center and send notifications

▫ 6. Make a copy for yourself and submit this completed checklist to Admin