**STEP 3 BREAKOUT: TEAM NAME ORIENTATION/TRAINING TEMPLATE**

**(30 minutes)**

**Introduction (3 min)**

* **Welcome:**
1. Introduce. breakout leader’s name and role on team
2. Get names and contact info/availability cards. collect these cards for team leader
3. Give team leader’s contact info. leader’s email and/or cell number (if approved to give cell)

**How We Serve (2 min) \*You can begin walking to your serve location at any time from this point.**

* **With Excellence & Joy:** This is how we practically serve with excellence as a greeter…
1. Arrive on time for huddle.
2. Dress appropriately to represent yourself as a leader. your team’s appropriate dress
3. Wear your DT badge. plastic ID card with lanyard, receive letter and how/where to get badge
4. Prayed up. why this important
5. Ready to serve with a smile!

**What To Expect (20 min)**

**Practical Points**

1. Team leadership structure: team leader, captains/coordinators/coaches (give names of leaders)
2. Scheduling: who handles schedule, how team gets it, who to contact if need changes or will miss
3. Communication: how communication takes place within the team- email, text, GroupMe, etc
4. First serve: This is scheduled once DT application and COTK membership are confirmed by DT Coordinator. Your first serve is a training opportunity during actual service to shadow another team member to learn all about your team’s responsibilities, the heart behind the team, and why/how we do what we do.
5. Membership reminder: If you still need to attend Step 1, it’s the first Sunday of every month, register at ChurchoftheKing.com/GrowthTrack.
* **Pre-Service Huddle**
1. Our huddle is an important opportunity 5-10 minutes before serving to connect as a team…as a greeter family, to discuss important details for that day and upcoming events, and to pray together (important to get our hearts and minds focused and ready). We start on time so don’t be late!
2. Your team captain will facilitate the huddle.
3. Huddle: location and time
* **What your serve opportunity looks like – beginning to end (go to your actual serve location)**
1. We meet here at Guest Central for the team huddle 45-minutes before service.
2. Once we have our assignments we report to those locations. (Walk around to the various locations while explaining next point.)
3. Various Locations (Walk through as explain) If you’re at the outside doors or main entrances, begin welcoming people/opening doors right away. If you’re at the sanctuary doors, stairs, or upper level entrances- check your bulletin stock. Make sure bulletins are in the holders and that you have a small stack to hand out as you welcome people.
4. Sanctuary doors open 30-minutes before service, so at that point we’re all in place and ready to greet with a smile and a warm sincere welcome.
5. We greet until worship is over (usually about 15 minutes after service starts). At that point our team is free to attend service or whatever they have planned. BRIEFLY RECAP 5 UNDERLINED POINTS.

**Wrap Up (5 min) Honor their time. Do not keep them more than 30 minutes. Walk them back to Step 3 location where they initially met you.**

* **Questions**: leave time to answer specific questions new team members may have.
* **Thank you** for coming to Step 3 today! We can’t wait to start serving with you!