

**Medical and Security Team (MAST)  
Sunday Mornings Schedule  
And Duties**

**ALL TEAM MEMBERS ATTENDING SERVICE**

1. Indicate on board in gym equipment room that you are attending services.
2. Pickup and wear a radio so you can be reached if assistance is needed. This is whether you are on the schedule or not.
3. Perform a radio check to be sure your radio is working and volume is set comfortably.

**WELCOME CENTER ASSIGNMENT**

1. Begin duties at 9:15 or before.
2. At 9:15 be sure the doors at both ends of the Narthex are open.
3. Remain in the Narthex area observing and assisting as needed.
4. At 9:45 the single walk door at the back of the gym is to be locked and confirm the kitchen door is locked.
5. Remain in the Narthex until 10:45 or until relieved by the roamer.

**ROAMER**

1. Start at 10:30 by checking in with the team member at the Welcome Center.
2. Do a walk around outside checking all doors and gates (gym and driveway side) are locked. If a door or gate is open and you can't secure it notify Chairman of Trustees.
3. By 10:45 return to the Narthex or as soon as your outside walk around is finished and relieve the Welcome Center team member.
4. Stay in the Narthex walking occasionally to the ends to observe the parking lot.
5. Watch for late comers and if you see them heading to front door after 11:00 radio the front door so they are sure to open the door for them. At 11:00 lock the Welcome Center door.
6. Late comers are to be directed to the front doors unless they are OK entering at the front of the Sanctuary in which case you can direct or take them there. DO NOT take them downstairs through the children's area.
7. Sometime after 11:00 walk the inside of the building to be sure all Sunday School Room lights are out and doors secured (if they lock). If a door is open and you can't secure it notify Chairman of Trustees. Check in with nursery and children's church.
8. Do another outside walk around checking all doors are locked. Be sure you have a radio and door key to get back in.
9. Return to Narthex and remain there till service is over.

**SANCTUARY**

1. Be at the Sanctuary front doors by 10:10.
2. Be sure both doors are unlocked and the side door is secure.
3. Be sure the ramp is in place at the threshold.
4. Remain in the entry way observing and assisting as needed.

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5. At 11:00 secure the front doors.
6. After securing the doors you may sit in the back of the Sanctuary or remain in the entry.
7. After the offering is collected escort the finance person with the offering via the side aisle to the supply closet across from the church office so they can place the offering in the safe.
8. Return to entry or back of Sanctuary.
9. After service remain in the entry till the majority of people have departed then bring ramp into the side room, secure doors, and leave.