

Agenda Curator Manual

Table of Contents

Overview	2
Setup procedure	3
During service procedure	4
Post Service Procedure	5
Troubleshooting	6
Additional features	7

Overview

Responsible for putting together the agenda for the Friday and Sunday service for House of Praise.

Setup procedure

- Team lead sends an email during the week to the agenda curator of the personnel responsible for different aspect of the service for Friday and Sunday
- Agenda Curator uses the Friday and Sunday templates located in the “ 2022” google drive folder
- Agenda curator sends the weekly agendas to the team lead and the team lead sends the agendas to the service delivery team

During service procedure,

Not Applicable for the Agenda Curator.

Post Service Procedure

Not Applicable for the Agenda Curator.

Troubleshooting

Not Applicable for the Agenda Curator.

Additional features

Not Applicable for the Agenda Curator.