

# ADMIN DATA TEAM

## TEAM ROLES

To support and provide excellence by assisting in the daily tasks within the COTK ministries/operations

## TEAM RESPONSIBILITIES

### Monday

This data team will be responsible for helping all digital tasks that will need to be done through our PCO system.

- Connection Cards
- First Time Guest Workflow
- Prayer Requests
- Card Care Workflow
- Change membership status to member and add photos to profile  
\*The Monday following after the first Sunday Membership class
- Add members to the prospective DT Workflow  
\*The Monday following after the second Sunday Dream Team Class
- Print, laminate and cut out photos for Next Step Boards
- Print, cut, laminate, put together any materials needed throughout the week for ministries

### Thursday/Friday

This data team will be responsible for helping all the physical tasks that will need to be done to have everything ready to go for Sunday Services/ Sunday Events.

- Worship Center set up
- Kids Room set up
- Print & cut Next Steps fill outs
- Membership class setup (water, books, pens, pens)  
\*The Friday before the first Sunday of the month
- Dream Team class setup (water, books, pens, paper)  
\*The Friday before the second Sunday of the month
- Assemble decision boxes for Worship Center
- Special Sunday Events: Water Baptisms, Baby Dedications, Mothers day, etc.  
\*Assembles gifts, print out certificates, etc.