



SOP

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Coffee Bar Team

Mission Coffee Bar is the first and last stop to help all guests get WIRED FOR THE WORD!! We are a ministry that fills your belly and is prepared to speak life into your soul.

At Generation's Church we want to maintain a loving culture and be S.M.A.R.T. in our leading:

S – Serve with a smile.

M – Make others the priority.

A – Attitude is positive at all times.

R – Respect and honor our leaders and each other.

T – Team minded – we build an environment of fun and family.

Document The review and update of this document is the responsibility of the Coffee Bar Lead Team (Coach, Assistant Coach Trainer and Assistant Coach Admin).

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Coffee Bar Team

Requirements The following is required to serve on the Coffee Bar Team.

- Attend all scheduled meetings and trainings
- Follow all guidelines presented in this document.
- Complete Get On With the Church and Get On With The Team.
- Serve with The Joy of the Lord and be prayed up
- Willingness to serve others
- Training to use our Planning Center scheduling process
- Continued growth in the things of God (i.e., Engaging in GC Groups, Fresh Start Course, Get Empowered dCourse, GCMS, etc.)
- Be on time for the confirmed shift you are scheduled for, A.M or P.M.
- Must be able to serve both services during the morning (attend one service to get fed the word)
- Dress appropriately and good personal hygiene
- Team Huddle is MANDATORY
- No phone use during serving unless it has to do with Coffee Bar communication

Scheduling An email will be sent from Planning Center with a date and time being scheduled. It is required to respond to this email with an **Accept** or **Decline**, as soon as possible in order to prevent scheduling conflicts. If you are not scheduled but have opportunity to minister, please do so, check in with your Lead Team prior to serving.

We understand life happens and if you are unable to cover your scheduled time, please make sure to advise your Admin coach as soon as possible so a replacement may be found.

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Coffee Bar Team

Overview

Arrival Time

- **90 minutes prior to worship experience**

Example:

- Sunday experience begins at 9:30am, arrival time would be 8:00am
- Turn on overhead lights and prepare set up of Coffee Bar, wipe down areas, complete inventory and make coffee.
- Attend the team huddle
- After team huddle, obtain cash from office manager and be prepared to open 30 minutes before service starts and close doors at 9:30 or when you hear the starting video.

During Shift

- **30 minutes prior to worship experience**

- There will be three serving at a time- Barista, Register, Host
- Coffee Bar closes when preroll video starts playing in lobby TV.
- Wipe down area, including seating and fridge during down time and refill any items that are needed.
- Come out of service 10 minutes early to prepare area to open again

NOTE: It is best to sit in and be engaged in first service (morning) since we tend to get more guest during second experience.

Closing

- **After second service, before Espanol experience begins**

- Close/lock doors
- Clean and wipe down areas
- Wash all items as needed and put everything away
- Clean espresso machine and refill beans and water
- Fill out weekly shift report-count cash with yourself and another. Two signatures are needed as well as two to do the cash drop in office. ALL CASH TO BE DEPOSITED
- Send coach picture of shift report.
- Put away register key

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Dress Code:

- Clothing must be clean and presentable (nothing offensive or revealing) and comfortable for both services.
- Be mindful when handling food and/or currency
- Accessories be sure to take off or tuck away

Department Requests

When noticing that we are low on any item, please notify the Coach or Assistant Coach so that confusion is limited and supplies can be requested or bought.

Quarterly Meetings

Coffee Bar will meet every other month to review procedures, welcome any new team members, ask/answer any questions and prepare for any trainings. Creating a team and doing life together is a goal of Coffee Bar, so please make sure you can attend them. Meetings will be on a TBA basis and emails will be sent out accordingly by the Assistant Coach Administrator.

Thank you for taking the time to read and welcome to Coffee Bar Ministry!!!

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