

# GATEKEEPER

The Gatekeeper is the 'manager on duty' during the watch. They are there first by arriving at least 15 mins prior to the watch. They keep an eye out and adjust for any issues (ProPresenter, sound, lighting of the room, temperature, etc).

***“Do not neglect to show hospitality to strangers, for thereby some have entertained angels unaware.” Hebrews 13:2***

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## OWNERSHIP

As gatekeeper, you are essentially the

### MANAGER ON DUTY

Keep an eye out for any issues (ex: sound, ProPresenter, sound, lighting, temp, etc).

If issues arise, try to troubleshoot yourself.

If necessary, escalate it to the staff/leadership as needed

## HOSPITALITY (most important)

- **Introduce** yourself
- **Explain** the prayer room (ex: “now we are interceding for families”)
- **Give permission** (ex: walk around, sit at the tables, use a book/Bible)
- Offer to **pray for them**
- Share the **PH Prayer Guide**
- **Get contact info** on sign-in sheet/screen

## BEFORE PRAYER STARTS:

- **Unlock:** front & side doors
- **Restock:** tissues, water, etc
- **Turn on:** lights and equipment
- **Thermostat:** adjust temperature
- **Signage:** place outside for visitors

## AFTER PRAYER ENDS:

- **Wet wipe the following:**
  - Tables
  - Mics
  - Soundboard
- **Straighten:** room/chairs
- **Unplug:** coffee machine
- **Signage:** bring inside
- **Turn off:** room & hall lights

## KEEP AN EYE OUT FOR...

**SOUND:** anything too loud? too soft?

**TEMP:** is it too hot? too cold?

**SCREENS:** are the words accurate?

**NEEDS:** WL or PL need anything?